

Local Workforce Investment Area Local Plan Modification Program Year 2007–08

Local Workforce Investment Area: San Bernardino County

Submitted on: November 15, 2007

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☒ WIA Local Plan Modification PY 2007-08

☐ Modification # _____

LWIA: San Bernardino County

Date: 07/01/2007

Budget, Participant, and Performance Forms

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EXECUTIVE SUMMARY

Enclose a brief summary, not more than two pages, of the five-year strategic local plan that gives a general overview of the proposed local workforce investment system. Include a description of how the system looks today, and how it will change over the five-year plan period. Include a discussion of the local board's economic and workforce investment goals and how the local system will support these goals.

San Bernardino County continues to be one of the fastest growing and most progressive regions in the United States. The County has evolved from a military dependant, manufacturing based locality on the brink of economic collapse in the early 1990's, into the highly diversified, technologically advanced, economic region of today. Since the beginning of the new millennium, San Bernardino County has added over 319,000 jobs, an average of over 45,000 jobs a year.

The service delivery system and linkages encouraged under the Workforce Investment Act (WIA) help ensure that the economic recovery can be sustained into the future and that the workforce needs of County citizens can be addressed. With the on-going support of the San Bernardino County Board of Supervisors, WIA has the potential to provide the County's two million residents with opportunities that far surpass any previous attempts to enhance the quality and competitiveness of the workforce and improve their standard of living.

The San Bernardino County Workforce Investment Area continues to enhance a system that has increased its ability to supply a competitive workforce for Inland Empire Businesses. In order to maximize future economic development and workforce investment strategies, the County has realigned several key departments to form the Economic Development Agency. The new agency spearheads the County's commitment to community development and housing, redevelopment, economic development, redevelopment and workforce development.

The San Bernardino County Employment Resource Centers and the Workforce Investment and Business Resource Centers have been established at strategic locations throughout the County. The Local Workforce Investment Board (LWIB) acknowledges that these centers play an integral part in meeting the needs of local businesses and job seekers. Honest and sincere collaboration by all partners is required to successfully integrate the numerous training, education, and employment programs into a single, customer-driven and customer-friendly system. Through these centers the LWIB facilitates the continuation of genuine partnership development.

The system that has emerged since the inception of WIA is committed to the following:

- Targeting limited resources to demand growth industries such as construction, health care, advance manufacturing and transportation and logistics, and high growth/high wage occupations that lead to self-sufficiency.
- Guaranteeing businesses will have access to a workforce that possesses the skills necessary to maintain and expand productivity,
- Ensuring Job seekers and those in the labor force will have access to career information, training and resources to assist them in meeting the challenges

- of the new century and the employment opportunities it presents,
- Developing partnerships with education, business, economic and workforce development that improve the overall quality of life in San Bernardino County.
 - Implementing a One-Stop system through the Employment Resource Centers that will challenge itself and its partners to continuously improve on the services and methods of service delivery offered from each Center.
 - Creating collaborations between Local Workforce Investment Areas that strengthen the vitality of the region, and
 - Accepting recognition from businesses, public customers, community partners and associates in the workforce development arena that the San Bernardino County One-Stop System is as a leader and innovator of workforce development.

The Employment Resource Centers provide streamlined services for both employers and job seekers. The County's Employment Resource Centers empower individuals to become part of the workforce of today and the future by providing customers with access to a wide range of information regarding demand occupations; the criteria for entry into specific jobs; training and education that prepares them for employment and/or career advancement opportunities; and direct access to employers. All individuals accessing the Centers receive core services that include assistance with job search and placement, information regarding the range of programs and services available to meet specific needs, information regarding community and partner services and resources as well as information about training resources. Those who remain unemployed or underemployed receive services according to their individual needs. Persons with deficiencies or barriers to employment and advancement opportunities will be provided more staff assisted and intensive services that may include assessment, career counseling, education and training services, some of which will be provided by Individual Training Account vouchers.

Finding and keeping a productive and skilled workforce is critical to the continued success of the business community. Employers currently receive a range of services from the One-Stop system. Recognizing that business is a primary customer, the One-Stop system works with its parent agency, EDA, to expand services based on the evolving needs of business. The County operates two Workforce Investment and Business Resource Centers. Services offered include the electronic posting of job openings, recruiting, screening of potential candidates to meet the business' hiring needs, job retention services to those new to the workforce and workshops regarding labor issues to employers, offering of on-the-job training and customized training programs. Through partnerships with SBA, SCORE, SBDC and local economic development partners, the LWIB provides an avenue to information on other issues critical to the profitability of business such as energy cost containment, information on labor cost management and linkages to organizations able to support business expansion efforts through conventional and micro loan programs.

Workforce development would not be effective in the long term without an emphasis on the Youth who are the future workforce. The LWIB established a Youth Council that recognizes youth as a valuable resource to be developed. The Youth Council is committed to developing youth employment and training policies that ensure continuous improvement of youth programs with strong connections between academic and occupational learning and an emphasis on attainment of leadership skills. In addition, within the past year, the LWIB has become an active partner in the

San Bernardino County Alliance for Education. This consortium, comprised of educational leaders from P-16, Community Colleges, Universities, community based organizations, private educational institutions and business leaders, holds as its charter to dramatically change the educational and employment outcomes for San Bernardino County residents by achieving three goals:

1. All students and adult learners will have access to learning opportunities to strengthen math, literacy, critical thinking and other employability skills;
2. Increase family and community members' value of and involvement in education;
3. Increase graduation from high school and completion of post-high school education and training.

The development of the Workforce Investment System in San Bernardino County has been much more than merely following the process outlined in the following pages. It continues to require dedication, commitment, and perseverance from all those involved. Responsibility for success of the workforce system rests with the partnership between the LWIB, the Economic Development Administrator (EDA), the County Administrative Officer (CAO) and the Chief Elected Official (CEO). Changing from a multi-program, eligibility driven environment into a system that unifies numerous training, education and employment has brought opportunities and challenges.

The system has evolved over the years and, despite increased financial constraints, natural disasters, pending legislative changes, increased demand for services, and an unstable economic environment, it has remained innovative in its approach to meeting customer expectations. An overarching goal of this system is to sustain economic growth while meeting the demands of an ever-changing workforce. Under the leadership of the LWIB, the San Bernardino County One-stop system will meet these expectations by becoming a more efficient, customer focused, and results driven system, serving a broader range of individuals with a higher level of effectiveness than the job training programs of the past.

The County Chief Elected Official, the County Administrative Officer and the Economic Development Administrator continue to support the LWIB's leadership role in the preparation of the workforce. With a focus on building a system that responds to the ever changing needs of a dynamic labor market in order to meet the demands of a diverse business base, San Bernardino County LWIB stands ready to expand its services to cover all urban and rural areas of the county.

I. PLAN DEVELOPMENT PROCESS

WIA gives states and local areas a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan is only as effective as the partnership that implements it. The plan should represent a collaborative process between the Chief Elected Official and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. This collaborative planning at all stages should drive local system development, create strategies for improvement, and provide the opportunity for stakeholder and public participation, review and comment.

In this section, describe the plan development process, including comments received during the public comment period that were incorporated within the plan. [WIA Section 118 (a), WIA, Section 118(c) (1)].

(Please note: we recognize that local areas are required to develop various related local plans and we encourage you, whenever feasible and appropriate, to use planning information that has already been developed. However, the data you use must be accurate and current.)

A. What was the role of the Chief Elected Official in developing the plan? [WIA, Section 118 (a)]

The San Bernardino County Board of Supervisors (Board) has been very involved in setting the stage for the plan. At its November 24th 1998 meeting, the Board took the following action:

1. Requested that the Governor designate San Bernardino County as a Workforce Delivery Area pursuant to the Workforce Investment Act of 1998 (WIA).
2. Designated the San Bernardino County Private Industry Council (PIC) as the Interim Workforce Investment Board (IWIB) until the State of California establishes appropriate process for the selection of the local WIB's pursuant to the WIA.
3. Authorized the Department of Workforce Development (DWD) to be the interim operator of San Bernardino County's One-Stop Delivery System.
4. As grant recipient for the Workforce Delivery Area, designated DWD to serve as the administrative fiscal agent for WIA grant funds.
5. Authorized the Interim WIB to appoint a Youth Council pursuant to WIA. The Youth Council was to act as a subgroup of the Interim Workforce Investment Board.

Additionally, the Board was very proactive in the process to establish a new board, providing leadership where needed. Board staff also participated in our transition committee sessions.

B. What local workforce investment board, transition board or existing body had oversight for the development of this local plan? If there was no such body, how will you create a responsible entity? [WIA Section 117(d)(4)]

As stated previously the Board designated the existing PIC as the IWIB to oversee the WIA transition process, including the development of the local 5-year plan. The IWIB appointed a WIA Transition Team composed of the PIC members and other representatives from business, government, education, community-based and other social service organizations. Additionally, legal counsel for the County of San Bernardino attended our meetings to provide direction and assistance. The team was charged with overseeing all WIA transition issues. At the present time, the LWIB is fully functioning and has assumed full responsibility for the oversight of the

planning and modification process.

- C. Describe the process used to provide an opportunity for public comment, including comment by the Chief Elected Official; the local workforce investment board and youth council; other local governing bodies; educators; vocational rehabilitation agencies; service providers; community-based organizations; and migrant seasonal farm worker representatives. Describe the process used to get input for the plan prior to submission. [WIA Section 118(c)(1) and WIA Section 118(b)(7)]

The official planning process commenced in November 1999. However, prior to submission and ratification of the Plan, the Transition Team and its committees held community information sessions to discuss, educate and inform the general public and all interested parties, including the media, about the implications of WIA for this region. Summaries of the Act were distributed at these meetings, mailed to those who requested them as well as placed on our website.

The WIB considered the 5-year plan at its meeting on February 16, 2000. The Board approved the Plan on February 29, 2000.

Written and electronic versions of the Local Workforce Development Act Plan were disseminated for public comment on February 8, 2000. In addition, opportunities to provide written comments were publicized through the local newspapers and via the Internet.

Recommendations to 2007 – 2008 Local Plan Modification were requested from the LWIB at the September 10, 2007 General meeting. The Local Plan Modification was presented to the full WIB for approval and public dissemination at their November 5, 2007 meeting. The Local Plan Modification was approved for public comment on November 6th. Written versions of the plan were made available at the County's Employment and Business Resource Centers, to One-Stop Partners and the general public beginning November 6th to start the 30-day comment period. The availability of the Local Plan Modification was published in local area newspapers and placed on the County's Web site. Educators, vocational rehabilitation agencies, service providers, community based organizations, and migrant seasonal farm worker representatives had access to the meeting schedule for LWIB committees via the internet, and were provided the opportunity to send representatives to the various LWIB committee meetings to provide comments. The Local Plan Modification is scheduled for approval by the Board on January 22, 2008.

In order to provide an opportunity for public comments, copies of the 2007-08 Modifications to the Local Plan were made available to various County departments, One Stop partners, and members of the community. A public notice was placed in local newspapers and the Plan was made available in various locations within the County. A thirty-day comment period was allowed with written comments encouraged.

- D. How were comments considered in developing the local WIA plan? [*State Planning Guidance* I B. and WIA, Section 112(b)(9)]

No written or verbal comments were received at the Public Hearing that required modification of The Plan.

E. Describe the method used to make copies of the local plan available through public hearings and through other means e.g., local news media and the Internet. [WIA, Section 118(c)(2)]

A Public Notice of announcing the availability of the 2007-08 Modifications to the Local Plan was published in area newspapers beginning on November 1, 2007. The plan was also made available to One-Stop partners and the public via DWD's website located at www.sbcounty.gov/wib/ on November 6, 2007 to start the 30 day comment period. Hard copies of the plan were made available to all ERC and Workforce Investment Business Resource Center Partners. In addition, the plan was made available at the three Employment Resource Centers, two Workforce Investment Business Resource Centers and the DWD Administrative office. Educators, vocational rehabilitation agencies, service providers, community based organizations, and migrant seasonal farm worker representatives had access to the meeting schedule for LWIB via the internet and newspapers and were provided the opportunity to send representatives to committee meetings to provide comments.

F. What other organizations were involved in the development of the local plan? How were they involved?

All of the mandated partners were involved in the development of the plan. In addition, representatives from other County Departments were included in transition meetings. The meetings discussed changes in the law, the changing vision for workforce development, the needs of special populations, current community resources and needs, potential niches in the labor market that may offer good opportunities for our clients, and ways to collaborate including the participation in Employment Resource Centers.

II. LOCAL VISION AND GOALS

The federal *Planning Guidance and Instructions for Submission of the State's Strategic Five-Year Plan* indicates that "a vision creates organizational alignment around a picture of a transformed future. It propels the organization toward achieving difficult but attainable strategic goals. Vision drives systematic improvements and produces outcomes. It is dynamic, not static."

In this section, identify your broad strategic economic and workforce development goals (e.g., "All people who want to work can find jobs. There will be a growing number of business start-ups. Fewer people will rely on welfare assistance.") Include information on how the local plan is consistent with the State plan and describe how the local workforce investment system supports the shared vision in the attainment of your goals. In addition, describe your local strategies based on your local board's vision for business services and lifelong learning.

A. What is your vision for your local workforce investment system, and how will your system appear at the end of the five-year period covered by this plan? [State Planning Guidance II A.] [WIA, section 117(d)(1)]

County workforce development activities will provide comprehensive, quality, employment related and supportive services that are responsive to the needs of employers, job seekers, and the community.

Effective workforce development will produce some of the best workers in the nation, making the County a highly attractive place for business enterprise. The workforce will be highly literate, motivated, and technologically competent. Workers will have equity in opportunity and pathways for professional growth and advancement. The results of these efforts will have a positive impact on the quality of life within the County by decreasing the numbers of individuals who are unemployed and underemployed, increasing the earning potential and standard of living for workers, and increasing the profitability of businesses by supplying them with a competent and competitive workforce.

Further, the County's implementation of WIA has led to a streamlined process for all people in the County to receive education, training and employment and career advancement assistance. Through a One-Stop system, all residents have access to the information necessary to make critical career management decisions, and training as needed to gain employment skills necessary for a career that will allow them to have a better quality of life. The County's economy will be improved by attracting new businesses providing higher wage employment opportunities, by increasing retention and expansion of existing businesses, and by developing a diversely skilled workforce necessary to meet the wide range of business demands.

The County's economy is characterized by:

- An abundance of high paying jobs.
- A productive, well-educated and well-trained citizenry capable of competing internationally, with the ability to adjust to changing job requirements, thereby avoiding chronic or extended periods of unemployment.
- A highly diversified base of industries that are successful in domestic and international markets and are organized to adapt quickly to changes in production technology and market demands.
- A workforce development system that is well integrated, and able to quickly adapt services to meet the changing needs of businesses and workers.

Partners within the one-stop delivery system will be fully vested in the delivery system, providing a full range of services to all customers in a seamless and effectively integrated manner.

Some specific questions that may be considered are:

1. How will your local system integrate services over the next five years? [WIA, Section 117(d)(1) and Section 118(a)]

Over the course of the next five years and using the three Employment Resource Center facilities, three Satellite offices, and its two Workforce Investment and Business Resource Centers as the workforce cornerstones, the

LWIB along with its One-Stop partners will continue to integrate the services offered by all agencies within the Employment Resource Centers. A full range of services are available to the public in comprehensive and satellite offices throughout the county

2. What programs and funding streams will support service delivery through the One-Stop system? [WIA, Section 121(b)(1)(B)]

The County will make use of every available program and funding stream to better serve our clients. Through MOU/Resource Sharing Agreements with One Stop Partners, customers entering San Bernardino County Employment Resource Centers will have the following programs and funding streams available to them: Adult, Dislocated Worker, Youth Services, Unemployment Insurance, Wagner-Peyser, Veterans Programs, Adult Education, Postsecondary Vocational Education, Vocational Rehabilitation, Title V of the Older Americans Act, Job Corps, Trade Adjustment and NAFTA Transitional Adjustment Assistance, Community Services Block Grant, Family Self Sufficiency activities under HUD, and other appropriate federal, state and/or local programs. All services will be blended to ensure universal access.

3. Typically, what information and services will be provided and how will customers access them? How will the goal of universal access be achieved? [20 CFR Part 652, et al., Interim Final Rule (I)(A), State Planning Guidance II.A. bullet 3]

Each mandated partner agency will provide its core services through the Employment Resource Centers. The focus will be to provide, at a minimum, core and intensive services to job and training seekers and employers. The One-Stop partners will also provide referrals to partners outside of the One-Stop system.

In the Employment Resource Centers, information is available on services provided by all partners, while staff assigned to the centers will continue to receive on-going training regarding partner services and programs. Services will be provided by either a physical presence, by a representative of each partner organization, contractual agreements, or by use of technology. All centers are open to any individual seeking assistance. Center hours are adjusted based on the demands of customers within each area. In order to ensure that all customers have access to fundamental job search and career planning information DWD launched the Workforce Investment Network (WIN). The implementation of this internet based case management system in July of 2005 provided job seekers, One-Stop partners and DWD staff with the resources and tools necessary to meet the needs of today's customers. The website contains a link to the department's job match system as well as a myriad of useful links to partner resources, WIB meetings and other information sites.

A streamlined applicant referral system has been developed to facilitate customer enrollment in ERC services. Through state feedback, the Internet and ERC staff, information is available on training programs that enable customers to make informed choices regarding their career paths.

Modified: 11/5/07

4. How will Wagner-Peyser Act and unemployment insurance services be integrated into the local system? [WIA, Section 121(b)(1)(B)(xii),

Under WIA, the WPA funded Employment Services program and the UI program have been integrated into the One-Stop system. Although UI claim filing will primarily be accomplished via the telephone through centralized call centers, basic information about the UI program will be made available in the Employment Resource Centers. The Workforce Services (WS) staff has been trained to assist clients requiring or preferring in-person services with specific UI program needs, including in-person assistance with claim filing if necessary.

The Workforce Services staff in the Employment Resource Centers will provide basic labor exchange functions to the universal population and will work with employers to meet their workforce needs.

5. How will the youth programs be enhanced to expand youth access to the resources and skills they need to succeed in the State's economy? [WIA, Section 111(d)(2) and 112(a)]

The building of a strong Youth Council has been a priority from the beginning of the WIA transition process. The Transition Board worked with the community and the chief elected officials to identify mandated individuals who would serve as strong youth advocates on the Youth Council. This priority was realized on September 14, 1999 when the Board of Supervisors adopted Resolution 99-1 establishing the County's Youth Council.

The Youth Council meets monthly and has charged DWD with creating a compendium of youth programs and services. Using this compendium as its base, the Council will be able to identify gaps in youth programming, and to begin to identify areas of overlap, where better coordination and integration can occur. Also, current programs will be viewed in light of how well they provided basic information and skills needed to get and keep a job and to compete in the labor market. In addition, the Youth Council has charged the Employment Resource Centers with expanding and enhancing the services available to youth out of the existing Centers. The charge given with this direction was to improve services available to older youth.

WIA Section 118 requires local plans to be consistent with the State Plan. In addition to California's Principles and Strategic Goals (WIAB99-2, *Local Plan Instructions and Forms*, page 3), please include strategies that reflect the Governor's four key priorities for California's public workforce system. The key priorities were not included in the *Initial/Supplemental Planning Narrative* pages or the *One-Year Extension for Program Year 2005–06*. They were introduced last year in the *Guidance for Local Plan Modifications for PY 2006-07*, via *Addendum*, item A.

The Governor's four key priorities for California's public workforce system:

- Understanding and Meeting the Workforce Needs of Business and Industry in order to prepare Workers for 21st Century Jobs
- Targeting Limited Resources to Areas Where They Can Have the Greatest Economic Impact
- Collaborating to Improve California's Educational System At All Levels

- Ensuring the Accountability of Public and Private Workforce Investments

B. Describe how your bcal vision and workforce development strategy is consistent with the Governor's workforce development priorities [WIA Section 118(a)].

In 2005, the Board combined Redevelopment, Community Development and Housing, Economic Development and Workforce Development under one umbrella (Economic Development Agency) with the intent of improving economic development and workforce needs within the County. As one of the essential players in this new agency, the LWIB through its leadership of the local One-Stop system will play an integral role in establishing the County as one of California's most advanced Local Workforce Investment Areas.

Meeting the workforce and business needs of the County requires the new agency in partnership with the LWIB to develop strategies that attract new businesses, increase business capacity or retain businesses. These innovative new strategies include developing stronger partnerships and collaborations with local business organizations, Chambers of Commerce and the local education systems.

The LWIB will target its resources in high wage, high growth occupations in demand industry sectors such as manufacturing, logistics and health care. These industry sectors were initially identified by local economist, John Husing, and collaborated by the Employment Development Department's Labor Market Information Division and other local Labor Market sources as having the greatest growth opportunity over the next 5 years. The LWIB will concentrate its efforts on these industries by developing partnerships with local business councils and chambers of commerce to maximize the County's efforts to meet the needs of local businesses while improving the overall quality of life within the County.

The LWIB continues to partner with Education P-16 (Preschool through University) to address the workforce needs of local businesses by preparing local youth and adults with the skills necessary to be successful and/or retain a competitiveness edge in the workplace. By engaging labor, business and education in the continued development of the local workforce investment system, the system will continue to address the needs of its customers. One of several collaborative efforts between the LWIB and the County's education system is the Alliance for Education. The Alliance for Education is a partnership between business, labor, government and education (Pre-16) to align common goals in order to produce and maintain an educated and skilled workforce. The LWIB was instrumental in the formation of Alliance for Education and maintains a vested interest in the Alliance's success.

Enhancing partnerships within the One-Stop system and developing collaborations with education and business that involve strategic planning and review of key performance indicators are the key to ensuring accountability of the local workforce system. As federal, state and local areas implement Common Measures, the LWIB has taken the initiative by implementing a comprehensive case management system (Workforce Investment Network-WIN) that can be used to track performance outcomes across agencies and programs.

The California Workforce Investment Board (State Board) adopted vision statements regarding business services and lifelong learning that were not included in the *WIA Initial/Supplemental Planning Narrative* pages or the *One-Year Extension for Program Year 2005–06*. They were introduced last year in *Guidance for Local Plan Modifications for PY 2006-07*, via *Addendum*, item B.

The State Board vision statements:

- The One-Stop System, in collaboration with the economic development community, partners with California's business to provide best-in-class local services to business to support job retention and growth.
- The vision for lifelong learning, in the context of workforce development, is to enable current and future workers to continually acquire the knowledge, skills, and abilities required to be successful in the workplace.

C. Provide a description of your local strategies, based upon your local board's vision for business services, to improve the services to employers, and include in your description [WIA Section 118(b) (10)]:

1. Your vision and strategic planning efforts for business services.
2. How you use industry partnerships and other employer contacts to validate employer needs.
3. What actions the local board has taken, or plans to take, to ensure that local business services are not redundant and coordinated with partner programs such as Wagner-Peyser and Economic Development Corporations.
4. How the local board measures the satisfaction of business services and how the data are used to improve services.

The Economic Development Agency (EDA) was created to address the economic development and workforce challenges within the county. Over the past two years, the agency has sought out local economic development corporations, academic institutions, other education entities and industry sectors to begin identifying economic, educational and workforce challenges facing the County. One of the workforce challenges the new agency will concentrate its resources on is providing comprehensive business services to targeted industries in partnership with economic development and education.

More specifically, a business survey was developed and sent to 10,000 local businesses in five major industries (warehousing, transportation, retail, manufacturing and healthcare). The survey's intention was to identify issues and concerns the businesses had with the local workforce. In addition, one percent of the businesses received in-person follow-up. This culminated in identifying several areas including the lack of soft skills among employees. As a result, a workshop-based curriculum for soft skills training has been developed for local businesses.

Another strategy of the LWIB is continuing the partnership with the County's manufacturing and Aviation sectors with the intent of leveraging private sector financing for skills upgrade and customized training programs.

The LWIB through its subcommittees will continue to initiate industry specific focus groups in local demand industry sectors with the expectation of validating the economic and workforce needs of those employers. Last year, focus groups served as the initial framework for the development of customized training programs in manufacturing. The Department of Economic Development (DED), through the employer data collected by its business resource specialists, will continue to provide guidance to the LWIB on the workforce needs of local business.

The LWIB has formed strategic alliances with the US Small Business Administration, Small Business Development Council and Southern California Chapter of SCORE. These alliances have produced numerous workshops and seminars that provide a perfect backdrop for developing and maintaining long-lasting relationships that ultimately produce a receptive business community and a mobilized workforce.

Consolidation under the Economic Development Agency and participation in the local Chambers of Commerce and on several industry specific business councils ensures that the LWIB remains at the forefront of capturing the workforce and economic needs of local business.

The LWIB's Economic Development Subcommittee is responsible for ensuring that the administration of local business services through the One Stop System compliments, rather than replicates, the programs and services offered by the One-Stop partners. In addition, all workforce and economic strategies to be implemented within the County are reviewed at the LWIB general membership level to ensure that all partners are cognizant of the direction of the County.

The County is proud to proclaim that its Department of Economic Development, formally known as the Business Services Unit, has been responsible for serving the needs of local business since the inception of WIA. Over the years, DED has developed an experienced network of business resource specialists who initiate and follow-up on local business contacts to ensure that employer needs have been met. In addition to submitting employer names to the State as part of the WIA customer satisfaction survey for Performance, DED has implemented an automatic notification system. An email is automatically sent to staff requesting follow-up with the business to determine if the department was able to meet their needs DED has provided assistance to an average of 3,000 businesses a year. The results are shared among EDA departments as part of the Agency's continuous improvement process. The Department of Workforce Development in its capacity as the One-Stop Operator, shares this data with the LWIB and local One-stop partners at the LWIB general membership meeting and at the LWIB subcommittee levels where recommendations on improving services are made and put into action.

D. Describe how the local board is addressing lifelong learning in the context of workforce development, through collaborative policy and planning. Specifically, describe how the local board will improve and promote access to lifelong learning in the next year. Include existing or planned efforts to leverage resources with local lifelong learning partners, including business and education [Guidance for Local Plan Modifications for PY 2006-07, Addendum, item B.]

The goal of the LWIB is to ensure that training meets the current and future needs of the local workforce and is within reach of every citizen in the County. Through the efforts of its subcommittees and Youth Council, the LWIB has sought out those of leadership in education (K-12), community colleges, adult education and local universities along with local business leaders to create partnerships that will effectively meet this challenge. Recent partnerships between the LWIB, business and the local community colleges have led to the creation of several customized training programs geared toward either enhancing the skills of incumbent workers or preparing job seekers for entry level positions in demand industry sectors that were identified by the LWIB. In addition, the LWIB will target demand occupations and career ladders within local demand industry sectors that will lead County residents to self-sufficiency. These occupations or career ladders will be made available to all One-Stop partners and to participating education, community and faith-based organizations via the Internet.

The LWIB's goal for this coming year is to maintain existing partnerships and develop new ones that enhance and promote access to lifelong learning. Maintaining the partnership with Alliance for Education is essential to the former. Alliance for Education is a partnership between business, labor, government and education to align common goals in order to produce an educated and skilled community. The goals are

- All students and adult learners will have access to learning opportunities to strengthen math, literacy, critical thinking and employability skills.
- Increase family and community members' value of and involvement in education.
- Increase graduation from high school and completion of post-high school education and training

Existing collaborations between the LWIB, local business and the community colleges, which leverage public and private funding for customized training programs in various manufacturing specialties, will continue through the Program Year with the expectation that future training ventures will begin in the near future.

In addition, the Local Workforce Investment Boards of Riverside and San Bernardino Counties sponsored two Workforce System Symposiums called Vision 2020 in the Fall of 2006 and the Spring of 2007. The symposiums brought Economic Development Corporations, Education and Workforce Investment Boards together to understand how to better leverage resources in order to implement programs associated with life-long learning and to develop strategies for sustaining these programs. The symposium is the start of a process to focus both LWIB's vision and strategic planning in order to better leverage local resources for the future.

E. Identify organizations involved in the development of your local vision and goals.

The LWIB and the Youth Council have been involved in making modifications to the local vision and goals based on lessons learned during the first years of the program. The LWIB includes all mandated partners including EDD, County Superintendent of Schools, community colleges, Economic Development, the private sector, Vocational Rehabilitation, Welfare-to-Work, and the Housing Authority

Modified: 11/5/07

III. LABOR MARKET ANALYSIS

The *Planning Guidance and Instructions* requests information on key trends expected to shape the economic environment during the next five years, including the implications of these trends in terms of overall employment opportunities by occupation; key occupations; the skills needed to attain local occupational opportunities; growth industries and industries expected to decline, customer demographics, and the sources of data used to gather this information. Where appropriate, identify any regional economic development needs and describe how the local area will be involved in them.

In this section identify the needs of businesses, job training, and education seekers, economic development professionals, and training providers in your workforce investment area. Are these the same or different than those present in the previous service delivery area(s)? If different, how can the needs be better met by the new, local workforce investment system? To complete this section, answer the following questions.

A. What are the workforce investment needs of businesses, job-seekers, and workers in the local area? [WIA, Section 118(b)(1)(A)]

OVERVIEW: In the County, the needs of businesses, job seekers, and workers has remained virtually unchanged over the past year:

- Even though the State and local economy has recovered from the 2000-2002 nationwide recession and the County has added over 300,000 jobs since the start of the new Millennium, the local unemployment rate has recently started to rise. The EDD Labor Market Information Division (LMID) lists the County's unemployment rate for October 2007 at 5.6 percent. More than half a percentage point higher than last year. Although the County's unemployment rate is over four percentage points lower than the high levels in the early '90s, and a point lower than the period immediately after the Old Fire (2003-04), it is misleading.
- Doctor John Husing, the leading economist specializing in the Inland Empire economy, undertook a study of the local economy and the factors that influence per capita income. Dr. Husing noted in his study that from 1987 to 2001 the Southern California Association of Governments (SCAG) region slipped from 4th to 16th in per capita income among the 17 consolidated metropolitan areas in the U.S. And despite the tremendous job growth and lowering unemployment rates, the region has slipped from 4th to 11th in average payroll per job. This reduction in the region's relative standard of living occurred as a result of a decline in 12 major employment sectors from 1990-2003. These were largely high paying manufacturing sectors that paid an average of \$45,165 a year. At the same time, the 12 sectors that provided the most job growth averaged only \$33,145 a year.
- According to the Institute of Applied Research and Policy Analysis's 2004-05 San Bernardino County Annual Survey, over 30% of the County workforce commutes to jobs that are outside the County. In addition, many of the new residents to the County are coming from Orange and Los Angeles counties in search of affordable housing. In many instances, after purchasing homes in the area and relocating, they face the reality of commuting back to Los Angeles or

Orange for employment. With increasing frequency, these new commuters find themselves accepting local employment for a lesser hourly wage in order to avoid the costs and problems associated with lengthy commutes. It is anticipated that the number of commuters willing to accept lower paying positions within the Inland Empire will only increase given the rising cost of fuel and automobile insurance in Southern California.

- The SCAG March '01 report projects a 59% increase in population in the County by 2020. The California Department of Finance Demographic Research Unit reports an increase of 44,000 residents between January 1, 2003 and December 31, 2003. This trend continues a job/housing imbalance that has been characteristic of the County for many years. The demand for housing and housing prices continue their upward spiral while construction of single and multi-family dwellings lag far behind, thus causing more families to live together and job seekers to commute further into surrounding regions for higher paying positions. U.S. census figures indicate that the County has one of the highest average household sizes in California. Out of 57 regions, the County is third in owner occupied and 9th in renter occupied average household size.

The needs of business, job seekers and workers still revolve around the same basic issues, which are the need for a continuing strong economy, active economic development, and qualified job applicants with the necessary soft job skills, specific job skills, and literacy skills to qualify for available jobs and advance within the workforce. Therefore, the LWIB must simultaneously insure that the current workforce needs of existing employers are met while recruiting new employers and anticipating their workforce needs.

Businesses:

Critical to the management of economic growth and adequate supply of a trained workforce will be the connection of the LWIB to the economic development efforts undertaken throughout the County. Towards that end, the County has reorganized its workforce efforts and has placed the County's Workforce Development Department, Redevelopment Agency, Economic Development Department and Community Development and Housing together. This integration is designed to ensure that the business needs of our County can be met swiftly with all the cooperation and coordination of departments that have some interface with the business community.

Although the county's economic growth has improved over the past year, the improvement has primarily been in the service, health and construction industry clusters. The continued loss of the County's manufacturing base has resulted in a lower replacement wage for dislocated workers. Nevertheless, it is anticipated that continued growth will exist for a few more years and will gradually move east through the County as the heavily industrialized areas in the west begin to reach saturation. At the present time the majority of employers in this area are in the transportation, warehousing and distribution industries. Though manufacturing still plays a major employment role in the region, it is paramount for the LWIB and the workforce community to develop new strategies to address this sector's continued

job loss.

In other areas of the County, a majority of the employers are small businesses and/or retail-service related businesses. These types of business are very dependent on the fluctuations of the local economy. For these types of businesses to thrive it is imperative that stable employers offering higher wage levels be encouraged to come into the area. These employers will provide the jobs necessary to increase personal income. This in turn will increase the economic base for the smaller businesses to thrive and to expand.

Overall, businesses that have traditionally been characterized as manual labor or blue collar are being impacted by the advent of technology. Computerization of warehousing, distribution and transportation centers requires workers and job seekers to present a higher level of techno-savvy than ever before. As a natural extension of the increased need for technology related skills, employers are seeking individuals with higher levels of education, and are imposing stricter pre-employment screening guidelines in the areas of background checks, drug use history and employment history than previously demanded.

Job-Seekers:

With the exception of specific manufacturing sectors, the County was spared the brunt of the economic down-turn. Locally, the number of active job-seekers has continued its upward spiral. In addition, information from the 2000 U.S. Census and the Workforce & Innovation Technical Solution (WITS) 2007 data base has uncovered certain characteristics that are specific to job-seekers of the County, such as:

- Compared to the State, a disproportionately high number of high school dropouts and a disproportionately low number of residents with bachelor degrees.
- The percentage of women, ages 15-50, who have given birth in the past 12 months is higher than the State average. The results are far reaching, including temporary delays in employment and decreased earnings.
- 47% of county residents have an ethnic origin that is other than white or black. Twenty percent of the total was born outside of the United States. In addition, thirty-two percent of the county's population uses a language other than English in the home. Nine percent speak English poorly or not at all, while almost 12% cannot read English well.
- In addition to U.S. Census and WITS data, EDD's LMID statistics report a labor force increase for the Inland Empire of 46,000 a year since 2000.

In order to compete for, obtain and maintain employment job-seekers will require assistance in identifying the hard and soft skill gaps which impede their ability to enter employment. This group may require intensive counseling services and

intervention in a variety of life issues, i.e., substance abuse counseling, basic skills development/remediation, job retention skills, etc. These issues must be addressed in order for this group to successfully access and maintain employment. It is anticipated that training to provide career growth opportunities will need to occur in conjunction with employment. This presents a new challenge to the employment and training service providers.

Job seekers in the County can be divided into two groups: those with recent work history and those who are entering the job market after an extended absence or for the first time. Many job seekers have been released from previous employment because their job skills (either soft skills such as being punctual, etc., or hard skills such as computer skills) are no longer marketable. The lack of marketable skills is also a problem for those job seekers returning to the workforce after an extended absence. Both of these groups will need skill upgrades in order to fully participate in the world of work.

Workers:

One of the unique features of the County's economic growth is that the pattern of increased employment has not been followed by a pattern of increased personal income. In fact, statistical information indicates that while more County residents are working, household income has fallen. Although San Bernardino is the 5th most populated county in the State, it ranks 25th in median income. In addition, many workers have some of the same deficiencies mentioned above in relation to job seekers. These issues must also be addressed. It is critical to the economic stability of the region to provide counseling and intervention services, and learning and skill enhancement opportunities to the incumbent workforce in order to increase opportunities for economic advancement and career growth. Assisting employers with workforce development will provide the Employment and Business Resource Centers with the opportunity to fill entry level positions with job-seekers as workers move up within organizations. The creation of a cycle of entry into the workforce, training and promotion within the work environment and re-filling of positions created by worker advancement will be a major focus of the Local Workforce Investment structure.

B. How will the needs of employers be determined in your area? [State Planning Guidance IV.B.6]

The LWIB recognizes the importance of meeting the needs of current employers as well as assisting with new business attraction. As a result, the County's administrative entity, DWD, is involved in a vast collaborative network of employer-related and employer based organizations. These organizations include The Department of Economic Development from EDA, the Inland Empire Economic Investment Collaborative, and the Inland Empire Economic Partnership (IEEP).

Working with the DED and our One-Stop partner, EDD, DWD is in daily contact with employers throughout the County. Through contacts made by Job Development Staff, the hiring and training needs of employers are identified. Services offered to employers include: posting of current job openings into the web-based job match system, screening of applicants for job openings, On-the-Job Training

reimbursement, Customized Training contracts, direct referrals for job openings, assistance with applications for hiring incentives and recruitment planning to meet on-going hiring and workforce development needs.

DWD also partners with City and Private Economic Development Agencies to assist with the workforce needs of new and expanding employers in the area. DWD has been recognized by these partners for its responsiveness and effectiveness in providing the information and services needed by employers. DWD utilizes DED to nurture relationships with the Economic and Community Development agencies throughout the County. Strong collaboration currently exists between DWD and the following Economic Development Agencies:

- City of Ontario
- City of Victorville
- City of San Bernardino
- City of Fontana
- City of Barstow
- City of Hesperia
- City of Highland
- City of Colton
- City of San Bernardino
- City of Rancho Cucamonga
- City of Rialto
- Inland Valley Development Agency
- Inland Empire Economic Partnership
- County of San Bernardino ECA
- City of Adelanto
- City of Grand Terrace
- City of Loma Linda
- City of Redlands
- City of Upland, and
- City of Yucaipa

DWD is and will continue to be an important partner of the Inland Empire Economic Partnership (IEEP). IEEP is the region's only private, non-profit economic development organization. This organization has a current membership of 400+ employers. Its primary goal is to attract, create, and retain business in order to increase the region's growth and economic output.

C. What are the current and projected employment opportunities in the local area? [WIA, Section 118(b)(1)(B)]

Over forty demand occupations within the County are tied to the LWIB's Career Ladders. Five local industry sectors have been chosen by the LWIB based on LMI data arrived from EDD's Labor Market Information Division, local economist Doctor John Husing's study on local LMI "San Bernardino County 2004...How the Economy and Job Market is Developing," WITS, and other local LMI data on demand occupations. The San Bernardino County Career Ladders were established by the LWIB to provide demand occupations and career paths within the County that will

lead County residents to self-sufficiency. The demand sectors are:

1. Transportation, Logistics and Distribution
2. Health Care
3. Manufacturing
4. Construction
5. Aviation

Information about each demand sector has been compiled for easy access. This information includes and overview of the industry; employment projections for the next five years; hourly wages at 25%, median and 75% ranges; career pathway leading to self-sufficiency; and minimum work experience requirements. Twenty-five (25) of the LWIB focused occupations are listed on the chart below:

Sector	Occupation	Hourly Wage			Job Projection	
		25%	50%	75%	2004	2014
Health						
	Dental Hygienist	\$26.72	\$35.79	\$40.33	1,550	2,400
	Pharmacy Technician	\$12.36	\$15.17	\$16.58	2,120	2,930
	Radiologist Technologist Technician	\$18.28	\$24.37	\$27.42	1,250	1,520
	Cardiovascular Technician	\$15.41	\$23.40	\$27.40	2,120	2,930
	Registered Nurse	\$24.09	\$32.03	\$36.01	16,340	20,740
Manufacturing	Industrial Machinery Mechanic	\$16.63	\$22.48	\$25.41	870	1,030
	Machinist	\$10.10	\$15.43	\$18.09	2,820	3,340
	Millwright	\$11.91	\$17.80	\$20.75	6,200	6,800
	First Line Production Supervisors	\$13.10	\$22.50	\$26.90	5,380	6,770
	Welders	\$9.64	\$14.58	\$17.04	3,200	4,210
Transportation Logistics & Distribution	Transportation Inspectors	\$19.32	\$33.61	\$40.75	190	230
	Shipping and Receiving Clerks	\$12.41	\$16.55	\$18.62	8,860	10,380
	Transportation Storage Managers	\$16.52	\$23.83	\$27.45	1,890	2,600
	Crane and Tower Operator	\$12.41	\$16.55	\$18.62	180	220
	Heavy Duty Truck Driver	\$13.02	\$18.79	\$21.62	15,290	23,280
Construction	Drywall, Ceiling & Tile Installers	\$14.22	\$21.78	\$25.56	2,450	3,980
	Carpenter	\$12.37	\$19.94	\$12.73	3,330	4,960
	Electrician	\$12.13	\$20.70	\$24.98	5,170	6,980
	Plumber	\$9.92	\$16.47	\$19.74	4,320	5,600
	Roofer	\$13.40	\$18.16	\$20.53	1,120	1,650
Aviation	Aircraft Mechanics & Service Techs	\$17.68	\$23.40	\$28.49	590	720
	Avionics Technicians	\$19.49	\$22.32	\$26.75	140	150
	Installation, Maintenance and Repair Workers	\$11.77	\$16.56	\$20.86	2360	2860
	Aerospace Engineering & Operations Technicians	\$23.42	\$26.98	\$31.91	1500	1600
	Mechanical Engineering Technician	\$16.41	\$22.05	\$27.48	390	550

In addition to the occupations listed under Career Ladders, the LWIB continues of support training in demand occupations that will lead customers to self-sufficiency. The County participated in the 2003 Inland Empire Occupational Outlook Report, which provides a comprehensive analysis on 48 Inland Empire occupations, including wages and benefits, local training providers, work patterns, occupation's supply and demand, and training and experience necessary to obtain the position.

D. What job skills are necessary to obtain such employment opportunities? [WIA, Section 118(b)(1)(C)]

Modified: 11/5/07

The key to obtaining employment in any of the demand occupations is the presence of employment skills necessary to perform on the job. These skills have typically been identified as "soft" skills such as those related to understanding the work culture, dress codes, ability to be punctual, communication and people skills. In addition, employers seek individuals who have demonstrated the ability to learn new information, possess the basic skills and education levels to meet the existing demands of the job. Careful monitoring of the rapidly changing needs of business and clear communication with industry is essential in order for the LWIB to ensure the supply of a qualified workforce. In addition, information gathered by DED indicates that soft skills are as important as technical skills. Employers want employees who have a strong work ethic, can work together as a team, can solve problems and have basic communications skills. The Employment Resource Centers focus on soft skill development while those in need of technical skills advancement are referred to approve training providers.

IV. LEADERSHIP

As stated in the *Federal Register* of April 15, 1999, "The Department [of Labor] believes that changing from the existing JTPA Private Industry Councils to local workforce investment boards is essential to the reforms of WIA [Interim Final Rule §661.305] . The Department [of Labor] strongly encourages all eligible areas to create new, fully functional local boards as early as possible, and is committed to providing assistance to facilitate such changes."

In this section describe how authority will be exercised by the local workforce investment board. [WIA, Sections 117(b) (3) and 117(d) (1)]

A. If an interim board was responsible for development of this plan, how will the plan and authority to oversee its implementation under WIA Section 117(d) (4) be transferred to the new local workforce investment board?

The County Board of Supervisors appointed the IWIB on November 24, 1998. The IWIB functioned as the PIC for the purposes of closing out programs funded under the Job Training Partnership Act (JTPA) until its official repeal on July 1, 2000. The IWIB by virtue of Board resolution also had full responsibility for the implementation of the Plan.

The Board approved the Local Workforce Investment Board (LWIB) on May 2, 2000. With the approval of the permanent LWIB, the Interim Workforce Investment Board (IWIB) was disbanded. All actions of the IWIB were transferred to the LWIB and ratified.

B. What circumstances constitute a conflict of interest for a local board member, including voting on any matter regarding provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member? [WIA, Section 117(g)(1)(2)]

A WIB member cannot vote on a matter under consideration by the WIB regarding a provision of services by that member or by any entity that the member represents or that would provide direct financial benefit to such member or of the immediate family of such member. In addition, a WIB member cannot make, participate in making or in any way attempt to use his or her position on the WIB to influence a governmental decision in which the WIB member knows or has reason to know he or she has a financial interest. The WIB cannot vote on any matter in which a member of the WIB or any business or organization which the member directly represents, or which would financially benefit the member or business or organization which the member represents, if the affected WIB member fails to adhere to conflict of interest requirements.

C. How will the local board provide a leadership role in developing policy, implementing policy, and oversight for the local workforce investment system? [WIA Section 117(d)(4)] Include in this discussion a description of your local board composition.

The local board, in partnership with the elected officials, will make all decisions regarding the implementation of the local workforce investment vision and system. The Board will develop a budget to carry out their duties, subject to the approval of the chief elected official(s), and will direct the disbursement of funds from the grant recipient or fiscal agent.

The LWIB will develop policies for the workforce investment system through the work of its various committees.

SB 293 amended UI Code Section 14202(c) describing the mandatory composition of Local Workforce Investment Boards to include at least fifteen (15) percent representation by labor organizations. The LWIB is in the process of revising its Formation Resolution and amending its Bylaws to increase to fifteen percent (15%) the number of labor representatives on the LWIB. It is anticipated that the new Board structure will be in place by June 2008.

The Youth Council creates policies relating to youth services and programs, including the allocation of resources and recommendations of providers who should receive awards of youth grants and contracts. The Employment Resource Committee will establish One-Stop policies and the criteria for certification, including the negotiation of all Memorandums of Understanding with partner agencies. They will also oversee integration of the Employment Resource Centers. The Contract and Performance Committee will recommend quality standards and performance measures for all programs and services.

All committee action is subject to ratification and approval by the full Board.

D. How will the local board assure the local system contributes to the achievement of the State's strategic goals?[WIA, Section 118(a)]

After the State plan was approved, the LWIB reviewed the State's plan and its strategic goals to assure that no LWIB policy was inconsistent or in conflict with any State adopted goals. Any proposed action found in conflict with adopted

State policy was amended or modified so as to be consistent with the State Plan. The LWIB embraces the principles of WIA and takes a strong role in ensuring those principles become the foundation of its one-stop delivery system

- E. How will the local board meet the requirement that neither the local board nor its staff provide training services without a written waiver from the Governor? [WIA, Section 117 (f)(1)(A) and (B)]

The LWIB and its staff will not provide training services.

1. If the local board plans to provide training services, describe which service. If a waiver is to be sought, a request for Waiver of Training Prohibition must be submitted for each specific training program.

N/A

- F. How will the local board assure that the public (including persons with disabilities) have access to board meetings and activities including local board membership, notification of meetings, and meeting minutes? [WIA Section 117(e)]

The LWIB posts all meeting notices, minutes of the meetings, the designation and certification of One-Stop operators, the award of grants or contracts to eligible providers of youth activities and a list of current LWIB members on our website. Meeting notices also will appear in major daily and weekly news publications with the largest distribution.

Additionally, meeting notices are routinely posted at least 72 hours ahead of time with the County Clerk of the Board and mailed to all parties who have requested them. The minutes of all meetings, including committee meetings, are also available for review by the public as required by the Public Records Act.

Meeting Notices include language to inform persons with disabilities that meetings are conducted in locations that are accessible to people with disabilities. Accommodations and alternate format materials are available upon request for persons with disabilities .

V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

The cornerstone of the new workforce investment system is One-Stop service delivery, which makes available numerous training, education and employment programs through a single customer-focused, user-friendly service delivery system at the local level. The One-Stop system must include at least one comprehensive physical center in each local area that must provide core services and access to programs and services of the One-Stop partners. The system may also include a network of affiliated One-Stop sites and specialized centers that address specific needs.

In this section describe how services will be coordinated through the One-Stop service delivery system. Additional required elements were introduced in *Guidance for Local Plan Modifications for PY 2006-07*, via Addendum items C 1-4. These elements are now incorporated into Section V, Boxes C, F, M and R.

- A. Describe the One-Stop delivery system in your local area. [WIA, Section 118(b) (2)]. Include a list of the comprehensive One-Stop centers and the other service points in your area.

Four years ago, the County changed the names of its One-Stop Centers to the San Bernardino County Employment Resource Centers. The County closed its facility in Ontario and combined it with a new Workforce Investment and Business Resource Center in Rancho Cucamonga. Also, the county combined its ERC Center in Victorville with the Workforce Investment and Business Resource Center in Hesperia. Together, the new centers provide an extensive array of services to job seekers and employers alike. In an effort to streamline services and reduce program costs, the County closed its Redlands ERC two years ago and the Hesperia Alternative Education Center WIA Satellite office last year.

The One-Stop delivery system is designed to be a community-oriented and customer-focused system for business, employment, education, and training services provided through the One-Stop partners.

The One-Stop delivery system in the County consists of three comprehensive Employment Resource Centers in Hesperia, Rancho Cucamonga, and San Bernardino. There are also three satellite Employment Resource Centers at San Bernardino Valley College, Copper Mountain College and Barstow College. Services offered through these facilities are based on streamlined services; empowered individuals; universal access; increased accountability and continuous improvement.

In addition, both of the Workforce Investment and Business Resource Centers combine business-related services under one roof. Professional business consultants volunteer one day per month to offer subject specific advice to businesses experiencing difficulty. A myriad of services offered by partners have resulted in over 3,100 business contacts in the past year. Finally, the County's Economic Development Agency, EDD, the Small Business Development Center, the Small Business Administration and the One Stop operator continue to evaluate the service needs of businesses and develop programming such as: energy conservation seminars, tax credits/incentive workshops, micro-loan program seminars and business law updates, to address these needs.

Comprehensive One-Stop centers and the other service points in your area:

Rancho Cucamonga Employment Resource Center	San Bernardino Employment Resource Center
Hesperia Employment Resource Center	Barstow College Satellite Employment Resource Center
Copper Mountain College Satellite Employment Resource Center	San Bernardino Valley College Satellite Employment Resource Center
Rancho Cucamonga Business Resource Center	Hesperia Business Resource Center

Modified: 11/5/07

- B. Describe the process used for selecting the One-Stop operator(s) [WIA, Section 121(d) (2) (A)] including the appeals process available to entities that were not selected as the One-Stop operators. [Interim Final Rule § 667.600 (b)(1)]

The County and its partners opted to have the County Department of Workforce Development (DWD) manage the Employment Resource Centers. DWD has successfully operated the One-Stop delivery system for San Bernardino County since 1995 and has demonstrated the ability to work with various partners in a collaborative environment. The selection of DWD as the One-Stop operator was based on an agreement reached between the Interim WIB and a consortium of mandated entities, with the approval of the CEO and the CAO. No appeal process was utilized for this initial selection since the selection was based on an agreement, not a formalized procurement.

Once the State Workforce Investment Board's One-Stop Certification process has been certified, the LWIB will use the process along with the results of the yearly One-Stop, On-site monitoring visit as its tools for reviewing the One Stop Operator's performance and operation of the One-Stop delivery system. Depending upon the results of the review, the LWIB may choose to have DWD continue as the operator or may issue a Request for Proposals (RFP) for selection of a new operator. In the event the LWIB chooses to pursue a new operator, the LWIB will establish an Employment Resource Center Committee, and the evaluation of the proposals will be the responsibility of that committee, with the LWIB making the final selection.

- C. Are each of the required WIA partners included in your One-Stop delivery system? How have they contributed to your planning and implementation efforts? If any required partner is not involved, explain the reason. [WIA, Section 117 (a)(2)(A)]

Each of the required partners is included in our One-Stop delivery system and has signed the MOU agreement.

- D. How will services provided by each of the One-Stop partners be coordinated and made available in the local One-Stop system? [WIA, Section 121 (c) (2)]

On September 13, 2005, the revised Memorandums of Understanding describing the agreement for the provision of services in the three (3) Employment Resource Centers and the satellite offices was approved by the County Board of Supervisors. At the three major centers, the partners are physically or electronically linked. In addition, the linkage with partners is enhanced via the use of technology, including the Internet.

A Resource Sharing Agreement between the participating One-Stop partners in the Employment Resource Centers has been developed. The Resource Sharing Agreement identifies shared costs and proportionately distributes operational costs among each participating partner. All participating partners have signed the Resource Sharing Agreement.

Modified: 11/5/07

The One-Stop operator is responsible for coordination of services and has arranged for specialized training sessions for the partners at each Employment Resource Center. The training includes team building, customer service, program information sharing, cross training of staff and other topics as requested by partners. The One-Stop operator hosts bi-monthly staff meetings at each center for discussions on joint marketing and operational and programmatic issues. During the team building sessions, the partners and the One-Stop operator are formalizing the procedures for service delivery that are unique to each Employment Resource Center. The One-Stop operator has an automated system for collecting data that can be used for participant tracking, sharing of information among partners, and local decision making. Last year, the One-Stop Operator implemented a new internet based case management system to complement the State's JTA system. The system incorporated case management, customer tracking and follow-up services as well as linking up to the State's JTA system. It will also allow for the sharing of customer information between One-Stop partners.

The One-Stop operator staff is responsible for greeting customers at a reception desk and obtaining basic information from the customer. Customers are given information regarding the self-service aspects of the Employment Resource Center.

- Business customers are referred initially to specialists who are trained to work with businesses. The specialist interviews the business representative to determine the need, which could range from immediate job openings, customized training, on-the-job training, to future hiring for screened or certificated candidates, a need for information regarding licensing, permitting, financing, etc. Other partners are involved depending on which partner can deliver the services that are most appropriate to meet the stated need. Hiring needs are met directly by the Employment Resource Center via use of Job Placement staff, an internet based job match system, and customized recruitments as needed.
- Job seekers are referred to a resource specialist who determines which core services are appropriate initially. Core and intensive services are provided by all partners according to the needs of the customer.

E. What is your plan for delivery of core and intensive services? [WIA Section 117(f)(2)]

Modified: 11/5/07

Each Employment Resource Center located within the County offers a broad range of information and referral services. The core services from each partner will be available at the Employment Resource Center. Core services include the use of computers for job search, resume writing and access to CalJOBS, telephones, fax machines as well as career pathways and Labor Market Information. Other programs and activities carried out by One-Stop partners are also available at each center. Intensive services are made available to adults and dislocated workers as needed either through the One-Stop delivery system (the operator and/or One-Stop partners) or through contracts with service providers that are approved by the LWIB. Intensive services include assessment, individual employment plans,

individual counseling and career planning and case management activities.

- F. What is your plan for administering Individual Training Accounts (ITAs) as defined in WIA, Section 134(d) (4)(G), including any limitations you plan to impose on ITAs established in your area. If your local board providing training services that are made as exceptions to the Individual Training Account process, describe the process you used to procure and justify these exceptions. This process must include a 30-day public comment period for interested providers. [20 CFR Sections 661.350(a)(5) and (10) and 20 CFR Section 663.430(a)]

ITA's are used to purchase programs of training services from providers who are currently on the State Eligible Training Provider List (ETPL). Payment will be made in the form of contractual agreements or, on an exception basis, by utilizing payment vouchers. In all cases, ITA's are paid when the individual reaches specified benchmarks.

Senate Bill (SB) 293 amended UI Code 14206(h) requiring Local Workforce Investment Boards to develop local policy on the amount and duration of Individual Training Accounts, based on the market rate for local training programs.

On November 5, the LWIB approved an ITA policy that took into consideration cost and duration limitations. The limitations on amount and duration takes into consideration the Individual Employment Plan, availability of funding in the local area and all other public costs, not simply available WIA funds, and the value of such training in contributing to the competitiveness of local businesses that may be "at-risk" or may be expanding.

The County has determined that there are limited funds available within the LWIA, and has placed the following limitations on ITA's:

- Referral to a program of training services will be made only if supported by the individual's assessment results, by the Individual Employment Plan, and by a review of local labor market information.
- ITA's issued to attend a training agency outside of San Bernardino, Riverside, Orange and Los Angeles Counties will require the approval of a San Bernardino County Department of Workforce Development (DWD) Deputy Director. For those areas outside of those previously mentioned counties, training must be in a demand occupation locally or the participant must be willing to relocate to that area(s) where it is.
- Ordinarily, ITA's will not be issued for a program of training services which exceeds eighteen (18) months. Exceptions will be approved if needed.
- ITA's \$1,500 or less require only a DWD Employment Service Specialist (ESS) approval.
- ITAs between \$1,500 and \$3,500 require the approval of the Supervising Employment Service Specialist
- ITAs between \$3,500 and \$5000 require the approval of the Deputy Director
- ITA's over \$5,000 require the approval of the DWD Director.
- WIA-funded supportive service payments require a review of the individual's need for supportive services and will be made in accordance with local policies

and procedures.

G. Describe how the WIA funds will be used to leverage other federal, State, local and private resources. How will these coordinated and leveraged resources lead to a more effective local system that expands the involvement of business, employers and individuals? [State Planning Guidance IV.B.3. and WIA, Section 112(b)(10) and Section 121(c)(2)(A)(ii)] Include a brief discussion if your local board has entered into an agreement with another area (including another local board that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under Title I of WIA, including provision of supportive services, provide copy of your approved agreement. [WIA Section 195(3)(B)]

To meet the vision that we have adopted, no one agency can expect to effectively do it by themselves. The coordinated leveraged resources of multiple providers provide the business community with services that no individual agency can provide alone.

Combining employment and training components of all One-Stop partners allows for the expansion of services to job seekers of all types as well as making it more convenient. The development of the focus group out of the Employment Resource Center in Rancho incorporates work and training teams composed of One Stop partners whose goal is to implement a new One Stop philosophy. Part of this philosophy includes expanding partner training to encompass other financial resources to cover the cost of participant training.

In terms of the business community, integrated One-Stop services are just as important. Some services available include customized training, employment screening, on-the-job training, tax credits and job retention workshops.

H. Describe how the local system will meet the needs of dislocated workers; displaced homemakers; low-income individuals such as migrant and seasonal farm workers; public assistance recipients; women; minorities; individuals training for non-traditional employment; veterans; individuals with multiple barriers to employment; older individuals; people with limited English speaking ability; and people with disabilities. [State Planning Guidance IV.B.5. and WIA, Section 112(b)(17) and Section 118(b)(4)]

Individuals who are least equipped to succeed in the labor market including low income individuals, those with multiple barriers to employment, limited English speaking, people with disabilities and minorities will receive services that will expedite their transition into the workforce. Adult basic skills and occupational/technical skill training will be available. Where monies are limited, priorities will be set allowing those most in need of services to receive the assistance they need.

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The local One-Stop system is designed to accommodate any member of the community desiring service including those with disabilities. The local system will continue to pursue a variety of methods to meet the specific needs of people with disabilities. These methods will include: enhancing staff capacity through a series

of disability-related training workshops that include disability awareness and etiquette, disability laws and resources, effective communication, disclosure and confidentiality requirements, reasonable accommodations, and auxiliary aids and services; establishing a resource specialist position to assist customers navigate the broad array of disability benefits programs; advising customers of their right to request reasonable accommodations and of the assistive technology that is available at each one-stop center; establishing and/or strengthening partnerships with local agencies that provide services to people with disabilities for the purpose of leveraging resources, developing streamlined referral and enrollment processes, and enhancing the procurement of effective auxiliary aids and services; monitoring each one-stop center regularly to ensure the accessibility of its programs, services and facilities; developing a comprehensive online manual of local, state, and national resources for use by staff, customers, and employers; marketing the skill sets of people with disabilities to local businesses; and educating employers about tax incentives and resources that are available to them.

In cases of mass layoffs or significant downsizing, we will provide rapid response activities onsite when appropriate to those affected. These efforts if needed, will be coordinated with the other Inland Empire Local WIBs. One-stop staff will also provide assistance with filing unemployment claims, and establishing eligibility for welfare to work activities and one-stop partner services.

- I. When allocated adult funds are limited, what criteria will you use to determine and ensure priority of service to recipients of public assistance and other low-income individuals for receiving intensive and training services? [WIA, Sections 134(d)(4)(E), 118(b)(4).]

When funding is limited, service priority will be given to County residents who are the recipients of public assistance, veterans and other low-income individuals in accordance with WIA regulations. Contract opportunities may also be made available for special participant populations through community-based organizations and private agencies.

- J. How will the local system assure non-discrimination and equal opportunity, as well as compliance with the Americans with Disabilities Act? [WIA Section 188(a) (2), State Planning Guidance IV B.4.]

Posters in the lobby informing clients of our policies, language in MOU's, all of our contracts, and marketing materials have and will continue to have the statements ensuring non-discrimination and equal opportunity. Customers are advised of their rights at Orientation and during the Core B registration process.

All physical Employment Resource Centers and Workforce Investment and Business Resource Centers are ADA compliant.

(1) Non-discrimination and equal opportunity requirements and procedures, including complaint processing and compliance reviews will be governed by the regulations implementing WIA, Section 188 and administered and enforced by the

DOL civil rights center and California Assembly Bill 925. Written policies and procedures are included in the WIA ES Handbook and Administrative Manual.

(2) We also believe that some of the funds may be used to meet a recipient's obligation to provide physical and programmatic accessibility and reasonable accommodation in regard to the WIA program, as required by section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

K. Describe how employer services (e.g. systems to determine general job requirements and job listings, including Wagner-Peyser Act services) will be delivered through the One-Stop system in your area. [State Planning Guidance IV.B.7]

Wagner-Peyser provisions for general job requirements and job lists will be delivered through the EDD Cal JOBS, JobCentral and LMI systems in person and via the Internet. DWD will also provide this information via the DWD website.

L. What reemployment services will you provide to Worker Profiling and Reemployment Service claimants in accordance with Section 31 (e) of the Wagner-Peyser Act? [State Planning Guidance IV B.7. and WIA, Section 121(b)(1)(B)(ii)]

The following services are provided free of charge to dislocated workers:

- Identifying job opportunities in a chosen career
- Vocational training
- Workshops - Resume Writing, Stress Management, Career Transition, Financial Planning
- On-the-Job Training and occupational skills training
- Resource Center; Automated Labor Market Information, Assessment, On-line access to nationwide joblines; Career Exploration materials
- Job Development/Job Search/Job Placement Services

The purpose of the Worker Profiling and Reemployment Services (WPRS) program is to provide re-employment services to Unemployment Insurance (UI) claimants who are most likely to exhaust their UI benefits. In California, the WPRS system compares the characteristics of claimants who file a UI claim against a statistical model to determine their likelihood of exhausting their benefits. Those claimants that are "profiled" as most likely to exhaust their UI benefits are scheduled to Initial Assistance Workshops (IAW) that serve as an orientation to re-employment services. During the IAW, claimants must complete an individual re-employment plan. The plan generally involves a referral to other re-employment services and is considered an agreement between the claimant and the department. When a claimant scheduled to an IAW fails to attend or fails to complete his/her plan, Workforce Services notifies electronically UI of the eligibility issue. The department has a long-range goal to increase the number of UI claimants who receive re-employment services.

Modified: 11/5/07

M. What local policies and strategies are in place to ensure that, pursuant to the Jobs

for Veterans Act (P.L.107-288)(38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor, in accordance with the provisions of TEGL 5-03 (9/16/03)? Include in your discussion how this policy is shared with all of the One-Stop Career Center partners and if/how you conduct outreach to veterans and veteran organizations to encourage use of One-Stop Career Center services. How will you ensure that veterans receive priority in the local One-Stop system for Wagner-Peyser funded labor exchange services? [State Planning Guidance IV.B.9. and WIA, Section 121(b)(1)(B)(ii)].

The California Employment Development Department (EDD) Workforce Services (WS) and Veterans Employment and Training Service (VETS) have agreed to integrate the multiple career development services provided to veterans into the One-Stop delivery system. One-Stop customers who are veterans will be provided the full array of services normally available within the system through customer choice and customized access to those services. Access to the One-Stop system services funded under the WPA will be provided universally to all clients with veterans receiving priority of services. When it is determined that a customer is a veteran, that customer will be provided additional information regarding services especially for veterans, and may be referred to specially trained veteran program staff for more intensive services.

To provide veterans with customer choice, veterans will be provided labor market information based on individual wants and needs. DWD's Job Match System and EDD's CalJOBS system, which includes a Veteran's one day hold to ensure veterans receive priority for Wagner-Peyser funded labor exchange services will be extensively utilized to assist veterans in their job search activities. Veterans will also be provided with options and information for accessing a variety of other job listings (i.e.: JobCentral, Federal jobs, and Federal Contractor Job Openings) and services through out-station sites, scheduled outreach visits, or through full service Employment Resource Centers either in person or electronically.

- N. What role will Veterans Workforce Specialists and Veteran Employment Service Specialist (VWS/VSSS) have in the local One-Stop system? How will you ensure adherence to the legislative requirements for veterans' staff? [State Planning Guidance IV.B.10., 322, 38 USC Chapter 41 and 20 CFR Part 1001-120]

The State Workforce Investment Board (SWIB), the State Director of Veterans Employment and Training (DVET), and the State Employment Security Agency (SESA) are required to establish provisions to implement, administer and provide oversight under WIA as it relates to veterans services.

Veteran program staff such as, Veteran's Workforce Specialist (VWS), formally the Local Veterans Employment Representative and the Veteran's Employment Services Specialist (VESS), formally the Disabled Veterans Outreach Specialist will facilitate veteran access to all WIA employment and training programs as required by Section 112(b)(17)(B) of the WIA of 1998.

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Through the triage system, Veteran customers may elect self-service, facilitated

self-help or staff-assisted one-on-one service. Most veterans are able to use the self-service systems and will self-identify as veterans to establish their eligibility for veterans' priority. The WPA funded and Veteran program staffs are available at comprehensive Employment Resource Centers to provide facilitated self-help or staff-assisted service to veterans who require additional assistance.

After Veteran customers are assessed as being job ready, they will be provided with priority access to labor market information, job development contacts, and job referrals. Veteran program services will be provided at each comprehensive Employment Resource Center. At the request of partners, dedicated veterans staff may be assigned to other intake locations that serve large veteran populations.

O. How will you provide Wagner-Peyser Act-funded services to the agricultural community—specifically, outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How will you provide appropriate services to this population in the One-Stop system? [State Planning Guidance IV B.11.]

Wagner-Peyser funded merit staff is committed to ensuring continuous equity of services to migrant and seasonal farm workers (MSFWs) as the workforce preparation and One-Stop system emerges. The Workforce Services (WS) will provide core labor exchange services in accordance with Title 20 of the Code of Federal Regulations (CFR), Section 652, sub-part A. As described in Section 652.208, three methods of service delivery will be used: "(1) Self-service; (2) Facilitated self-help services; and (3) Staff-assisted service."

In the Local Workforce Investment Area and in the comprehensive Employment Resource Centers, every core service that is available to Workforce Investment system customers is available to MSFWs.

P. How will the local board coordinate workforce investment activities carried out in the local area with the statewide rapid response activities? [(WIA, Section 118(b)(5), State Planning Guidance, IV.B13.b)]

DWD will participate in statewide activities to ensure we have current information on Rapid Response activities. We will adjust goals and objectives for Rapid Response. Workers affected by downsizing or plant closures will receive specialized orientations in a group setting to assist them in accessing services available through the ERCs.

Q. What rapid response assistance will be available to dislocated workers and employers and who will provide them? [WIA, Section 118(b) (4) (5), State Planning Guidance IV B.13.c.]

A joint DWD/EDD task force will provide Rapid Response services. For the County, the Rapid Response Team will be managed by our business development and retention manager.

1) Representatives of the Rapid Response Team will provide technical assistance

in the development of a local service strategy in the following ways:

- A survey of affected workers will be conducted.
- A determination of pre-layoff assistance/early intervention services will be made.
- A determination of the need for emergency/financial assistance will be made; and
- Communication regularly with workers and local press.

2) Representatives of the Rapid Response Team will conduct follow-up to provide additional assistance, such as:

- Review and analysis of returned employee surveys;
- Dissemination of all pertinent information, including data collected on demand occupations, successful training, and analysis of local labor market conditions

R. How will your local board ensure continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)] Describe and assess the adult and dislocated worker employment and training services that will be available in your local area. [WIA, Section 118 (b)(4)(5)]

The administrative entity of the LWIB monitors each service provider for delivery of services, compliance with regulations, maintenance of fiscal records and program management. A report of findings is provided that identifies corrective actions to be taken, if necessary. Performance outcomes derived from training completions are collected through the State Job Training Automation system. Upon implementation of the Subsequent Eligibility requirements, the information provided by the service provider will be compared with internal performance data as provided by the One Stop system. With the establishment of demand driven occupation sectors as the basis for prioritizing the delivery of intensive training services, the return on the training dollar investment will be achieved when the newly trained job seeker is placed in a career pathway that will ultimately result in wages that will provide self-sufficiency.

The Workforce Investment Board (WIB) has identified high-growth, demand driven employment sectors which have documented shortages in skilled workers within the County. Through the Employment Resource Centers (the local one-stop system), priorities are established for intensive training services in the various career pathways of these demand occupations. One Stop staff provides the customer with information on projected wages that can be realized from the occupations that will lead to a level of self-sufficiency based upon the cost of living within the area. Partnerships with various industry councils and local community colleges are maintained to collect the most current information regarding employer needs for entry level and skilled workers. This information is translated into specialized curricula and customized training courses to meet the specific needs of the industry. Both the needs of the employers and the job seekers will be met through timely response to the demand driven sectors within the local area.

Senate Bill (SB) 293 amended UI Code 14206(a)(5) requiring LWIBs to develop a local

policy that makes training services available to individuals who, among other criteria, have selected a program of services directly linked to occupations in demand in the local or regional area. The County chose to address the UI Code amendment as part of their ITA policy.

On November 5, the LWIB approved an ITA policy that took into consideration cost and duration limitations, and training and related services for occupations located outside the local area.

S. MEMORANDUM OF UNDERSTANDING:

WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in concrete terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

1. The MOU must describe: [WIA, Section 121(c)(1)(2)(A)(B)]

- a. What services will be provided through the One-Stop system.
- b. How the costs of services and operating costs will be funded, including cost-sharing strategies or methodologies.
- c. What methods will be used for referral of individuals between the One-Stop operator and partners?
- d. How long the MOU will be in effect.
- e. What procedures have been developed for amending the MOU?
- f. Other provisions consistent or as deemed necessary by the local board.

The Memorandum of Understanding and the Resource Sharing Plan between the One-Stop Operator and the partners describe the various services offered through the One-Stop system; how cost of services and operating costs are funded; the method used to refer individuals between the One-Stop operator and the partners; and the process for amending the MOU. Unless notified by the One-Stop operator or a partner prior to the anniversary date, the MOU is automatically renewed.

In addition, the Local WIB plans to implement a policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services. This policy will become effective during the 2007 Program Year and shall be incorporated as an amendment to next year's MOU.

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2. Identify those entities with who you are in the process of executing an MOU. Describe the status of these negotiations. [Interim Final Rule §662.310(b)]

The MOU and Resource Sharing Plan for Program Year 2005-06 were approved by the Board of Supervisors on September 13, 2005. The MOU, Resource Sharing Plan and minutes approving both are included as Attachment 6 of the Plan.

3. What process will the local board use to document negotiations with One-Stop partners who fail to participate or sign an MOU? How will you inform the state board when negotiations have failed? [Interim Final Rule §662.310(b)]

San Bernardino County will follow the notification requirements and sanction outline as described in the Employment Development's Department's WIA Directive WIAD05-06, "Notification Requirements Relating to Lack of One-Stop MOUs", in the event of inability to negotiate a fully executed MOU with required One-Stop partners.

VI. YOUTH ACTIVITIES:

As a way to connect youth to workforce investment resources, WIA requires youth programs to be connected to the One-Stop system. WIA requires improved youth opportunities and Youth Councils to be part of local workforce investment systems. Youth councils have authority to develop the youth-related portions of the local plans, to recommend youth service providers to the local boards, to coordinate youth services, and to conduct oversight of local youth programs and eligible providers of youth programs.

In this section describe the strategies and tactics to develop a comprehensive service delivery system for eligible youth, and discuss how that system will be coordinated through the One-Stop system.

A. Describe your local area's efforts to construct a youth council, and what the role(s) of the Youth Council will be. [WIA, Section 117 (h)(1)(2)(3)(4)]

The Board of Supervisors appointed an Interim WIB on November 24, 1998 with the specific task of constructing a countywide youth council. The kickoff event for the Interim Board was to host a local conference focusing on youth issues and invite the major players to attend. The conference was well attended, and we received input from all of our community partners. We then began having monthly meetings with the representatives of the various youth organizations to develop the Youth Council. These meetings culminated with the appointment of a Youth Council by the interim WIB and subsequent ratification of the Board on October 26, 1999. Our Youth Council includes representatives of the various sectors mandated for participation on the Youth Council under WIA.

During a weekend retreat the Youth Council agreed that their role should be to serve and encourage our youths while ensuring that our contractors and other youth providers should partner and leverage their respective youth funds. They further agreed that the target of our youth program would be with youth who are basic skills deficient.

Modified: 11/5/07

The Youth Council recently approved the extension of eleven youth services provider contracts and approved two new contracts. The action was ratified by the LWIB. In addition to education and employment services, each youth contractor has the capacity to offer all ten elements of service.

The Youth Council will also continue to act as a catalyst and advocate for youth in our community. They will host public events that demonstrate the community's commitment to expand job and career opportunities for youth.

B. How will youth services be connected with your One-Stop delivery system? [Interim Final Rule § 664.700]

.Anticipating the Federal government shift from In-School youth service activities to a greater emphasis on service to out-of-school youth, the Youth Council has shifted two-thirds of this year's funding to Out-of-School youth providers and programs.

One of the lessons learned from contracting out the majority of the youth program, was the risk factor associated with the youth performance goals. Therefore, pilot projects have been launched at the three comprehensive Employment Resource Centers to provide youth services based on proven methods from successful Youth Councils nationwide. We envision a variety of relationships between the Employment Resource Centers and the Youth programs ranging from referral and co-enrollment to shared facilities and staff. Over the next year, we will continue to assess local youth programs to determine the feasibility of developing one-stop partner agreements with them. At a minimum, youth programs and Employment Resource Centers will share information regarding employment opportunities and clients via CalJOBS and DWD's Job Match System. Providers will be required to refer all non-eligible youth to local Employment Resource Centers for services. Each youth provider will provide youth orientations that will include a discussion of services available at the nearest Employment Resource Center. In addition, each youth provider will assist youth in accessing services on-line via the WIN web-site.

Orientation to Employment Resource Centers will be provided to all enrolled youth. Employment Resource Center staff liaison will receive training on local youth programs and attend regular regional coordination meetings focused on youth. Youth may enter the system through an Employment Resource Center where they may be assessed and referred to an appropriate youth provider, or enrolled on-site into one of our One-Stop partner programs such as the Employment Development Department's Youth Employment Opportunity Program. The program offers services to youth, 15 – 21 years of age, that assists them in achieving their educational/vocational goals. Finally, the RFP will continue to encourage the remaining youth providers to link with the local Employment Resource Centers.

C. Describe how coordination with Job Corps, Youth Opportunity Grants, and other youth programs in your local area will occur, e.g. School-to-Career. [WIA Section 112(b) (18) (C) and 117(h) (2) (vi), State Planning Guidance, IV B. 15.]

Modified: 11/5/07

In our County no one has yet recieved a Youth Opportunity Grant. However, coordination with Job Corps and other youth programs will occur through the Youth Council. At a minimum, membership on the Youth Council and the full LWIB will include a representative from the Job Corps. Employment Resource Center staff will attend monthly Job Corps meetings. Finally a Job Corps representative will be located in our Employment Resource Centers to assist them in their recruitment efforts. Youth Service Providers have formed linkages with many local agencies

providing a variety of youth services.

- D. Describe you area's eligible youth population and needs in general. Describe and assess the type and availability of youth activities in the local area. Include an identification of successful providers of such activities. [WIA, sections 118(b)(6)]

The 2000 U.S. Census data reports 23% or 128,500 San Bernardino County children live at or below the poverty level; 15.1% are teens between the ages of 14-18. Although the County's teen birth rate has dropped to 61.6 per 1000 girls, it is still 11.3% higher than the State's average.

As a result of these and other factors, there are more than 40 agencies providing youth activities, including juvenile diversion, alternative education, GED instruction, health and mental health services, job readiness, career counseling, job placement, substance abuse, and youth development.

Of the ten (10) Program Elements identified in WIA Section 129(c)(2), all are currently available in our county. The Youth Council reviews organizations that provide each of these ten elements to ensure that quality services are available throughout the region on an on-going basis.

- E. What is your local area's strategy for providing comprehensive services to eligible in-school and out-of-school youth, including any coordination with foster care, education, welfare, and other relevant resources? Include any local requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. [WIA Section 112(b)(18)(A), Interim Final Rule §664.400, State Planning Guidance, IV B. 14]

The Youth Council is comprised of representatives from foster care, education, probation, and Cal Learn. One of the major focuses of the Youth Council has been providing a website that offers services to youth, particularly those with special needs. The Workforce Investment Network (WIN) offers area youth and youth professional organizations a useful resource for locating youth-related information and services such as:

- Americorps,
- Job Corps,
- Job Shadowing ,
- National Guard Youth Challenge Program,
- Registered Apprenticeship Program,
- Youth Opportunity Movement,,
- YouthBuild,
- Educational services,
- Contracted Youth Service Providers
- Youth Employment Opportunity Program (YEOP)
- Inland Empire youth agencies, and
- One Stop partner agencies

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Each of the above services provides a myraid of useful, electronic links to related topics or amenities available in the Inland Empire.

Another emphasis of the Youth Council is procuring youth services from among the county's many youth agencies. The procurement process is designed to ensure comprehensive services for eligible youth through the selection of service providers that respond to identified youth needs. All service providers must describe how coordination with foster care, welfare, and probation and other appropriate agencies will occur.

Consideration will be given during the RFP process to contractors that assist youth who have special barriers including youth who are transitioning from foster care or probation camps, are pregnant or parents, or have disabilities. It is required that all facilities meet the requirements of the American with Disabilities Act (ADA). Technical assistance and capacity building workshops will be provided to staff and selected providers to further develop staff capacity in working with the various target populations. If the initial RFP process does not identify appropriate providers for these populations, a targeted RFP may be released.

An additional major focus area of the Youth Council is the use of stipends to serve as incentives to keep youth engaged in their WIA program activities and to improve retention. Stipends may be authorized to those who successfully complete one or more of the following:

- Academic enhancement
- Alternative secondary school services
- Occupational skills training
- Leadership development
- Miscellaneous WIA youth activities such as workshops not covered under elements 1-4 above.

The Youth Council has also instructed DWD to hold a "New Contractor" Orientation to provide a networking opportunity in addition to the paperwork completion. All providers will be asked to provide information on their individual youth programs. We will also strongly encourage providers to involve parent/guardian of youth as much as possible.

The Youth Council has determined that special consideration will be given to youth deficient in basic literacy skills, school dropouts, homeless, runaway or foster kids, pregnant teens and offenders.

Finally, the Youth Council has authorized the:

- use of technical assistance workshops such as Managing for Success, Exit Strategies for Youth Participants, Youth Service Strategies, and Youth Performance Management to train providers and staff;
- formation of a task force or a peer-to-peer work group composed of youth providers to develop youth retention and performance strategies;
- search for successful youth programs nationwide to examine their best practices; and
- expansion of the role of the One Stop Operator to include providing more

technical assistance to youth providers and assuming final authority for reviewing youth provider performance and exits submissions.

F. Describe how your local area will meet the Act's provisions regarding the required youth program design elements: [WIA, Section 129(c)(2)(A) through (J)]

1. Intake and Objective Assessment

The Request for Proposal (RFP) stipulates that all youth will receive Intake and an Objective Assessment.

2. Preparation for post-secondary educational opportunities

Our Youth Council has started building a relationship with the local community colleges, County Superintendent of Schools, alternative schools and K-12 schools. This begins the process of developing an integrated system that allows all youth in the County who desire post-secondary education to achieve it. In addition the direct programs that are overseen by the Youth Council will provide activities that strengthen basic academic functioning to prepare students to meet the minimum requirements needed for post-secondary training. As mentioned earlier in this document, the LWIB has endorsed and participates in the activities of the Alliance for Education. It is foreseen that this coalition of educators, community and business leaders, using a grass roots approach, will significantly impact scholastic outcomes and learning opportunities for all youth in the County. Paramount to this effort is the improvement of education's responsiveness to business' skill requirements and addressing the lack of vocational training opportunities available to those not interested in pursuing higher education.

3. Strong linkages between academic and occupational learning

In the County, we believe that there is a direct correlation between academics and occupational learning. To better help us understand and ensure that we are serving the child in the right way, we will mandate that every child receive an academic assessment. Based on that assessment, those school age youth that are participating in the WIA youth program will attend classes to remediate the deficiencies that are found. All of the student career plans will be consistent with the state education requirements and the local training school's policy and rules.

School age youth who enter the program as school dropouts will re-enter a comprehensive school and pursue academic and occupational training or re-enter through the County Office of Education's Community or Alternative School Program while learning an occupational skill. Mandatory work experience and employment opportunities are an integral requirement of all youth services contractors. In order to assist contractors in meeting this requirement they are given access to the business resources available through the DWD Employment Services District. In addition, DWD works closely with local

educational institutions to assist them with linking to businesses that can provide contextual based learning experience for instructional staff and students.

4. Preparation for unsubsidized employment opportunities

The purpose of all youth training efforts will be directed at helping youth prepare for unsubsidized employment opportunities. As such, we will continue our work with the County Superintendent of Schools, school-to-career effort. Also our Youth Council has determined that there will be a performance goal for all of our contractors in this area. The building of strong basic academic and basic work skills is the focus of the In School Youth program. Program content is closely aligned with the needs employers have consistently expressed regarding basic employability.

5. Effective linkages with intermediaries with strong employer connections

Through the County Department of Economic Development both the Employment Resource Centers and the various contracted programs have strong linkages to the employer community. Many community-based youth serving agencies, including those who have directed summer youth components, also have effective linkages to businesses willing to employ youth. The Youth Council will continue to emphasize the building of strong employer connections through our RFP process. The result of all of these efforts will be used to create work experience and career opportunities for youth enrolled in our program

6. Alternative secondary school services

With over 34 school districts in our County serving over 360,000 young people and with over 32 major foreign languages being spoken by some of these children, we have no doubt that a strong alternative school system must be in place. Further we believe that if we are to serve some of the youth in our community who need serving we must avail ourselves of the alternative school setting. Alternative schools will be used as a point of re-entry for our young children who are having difficulty with the regular school setting. We will also use our alternative schools to keep youth in school who are in danger of dropping out of regular school.

7. Summer employment opportunities

The WIB and our Youth Council are committed to providing our young people with summer employment opportunities. The summer kicks off our year round

youth employment and training efforts.

8. Paid and unpaid work experience

Both paid and unpaid work experience will be offered to youth who can benefit from such experiences. Work experiences will supplement the training of those young people who initially enroll in our summer youth program as a strategy to strengthen those hard and soft skills desired by the employer community. The experiences are designed to help youth acquire the skills, personal attributes and knowledge needed to get and keep a job, and to advance at their place of employment. Worksites will be selected based on their ability to provide the youth with career exposure and rudimentary skill development, and is not intended to provide employers just with “free labor”.

9. Occupational skills training

All of our young people will receive some occupational skill training. However, the Out-of-School Youth that lack the necessary job skills to get and keep a job will be provided occupational skills training after an assessment by a case manager, consistent with a plan developed with the case manager.

10. Leadership development opportunities

The Youth Council will release a RFP that will allow our youth contractors the opportunity to help us define leadership development opportunities. The proposals submitted are expected to be innovative with measurable results.

11. Comprehensive guidance and counseling

Various types of counseling will be offered through our Youth providers and Employment Resource Centers that promote good career choices and expanded job opportunities for youth, while enabling them to effectively manage their personal and family life.

12. Supportive services

Supportive services as needed will be provided to our youth. These will include transportation and child care assistance, a wide range of other supportive services may be provided when acute needs arise, at the direction of the case manager.

13. Follow-up services. [Interim Final Rule §664.450(a)(1) through (6)(b), State Planning Guidance, IV B.14.]

Follow up services for youth will track the progress of youth in employment after training. They may include leadership development through adult mentoring, work-related peer support groups, regular contact with a youth participant's employer to resolve work-related problems that may arise, assistance in securing better paying jobs and more education, career development and other supportive services leading to employment retention.

All youth, particularly those most in need, will acquire the necessary skills to successfully transition into adulthood, careers, and further education and training.

VII. ADMINISTRATIVE REQUIREMENTS

- A. What competitive process will be used to award grants and contracts for youth services in your local area? [WIA Section 118 (b)(9), 112(b)(18)(B) and Section 123]

Contracts are awarded on a competitive basis using a recognized procurement process and based on the applicants' success in responding to the requirements outlined in the procurement process, recommendations of a review committee and on the criteria contained in the state plan. The Local Elected Official (Board of Supervisors) will approve all Invitation For Bid prior to advertisement in regional newspapers. Once the LEO approves the IFB, a proposer's conference will be scheduled to allow proposers the opportunity to ask questions prior to submission of their proposal.

- B. What competitive and non-competitive processes will be used at the local level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts? [WIA, Section 118(b)(9)]

Solicitation methods to be used to select the Service Providers may include:

Advertised Request for Proposal (RFP), Solicitation of Interest, or Invitation for Bid (IFB): All types of procurement methods currently being used by the LWIA use the formal competitive bidding process. This allows the WIB to make objective proposal comparisons and selection of Service Providers using some of the following criteria: cost reasonableness, demonstrated program effectiveness, proximity and accessibility to public transportation services for the clients, and fiscal soundness, ability to meet the stated goals, objective and performance outcome desired, as well as viability of the agency.

Sole Source or Negotiated Bid Process (NBP): Under this type of procurement, a contract may be executed without the benefit of having obtained more than one (1) bid or proposal; contracting agency has been determined to be the only known

source available to perform this work.

Customized Training: Customized training does not require bids or proposals. A customized training program is designed to meet the special requirements of an employer who has entered into an agreement to hire individuals who are trained to the employer's specifications.

Off-the-Shelf Purchase Order: This method will not be used until the State provides direction.

ETPL Application Process: This involves a review process to ensure that State and local requirements are met.

- C. What entity will serve as the local grant recipient and be responsible for disbursing grant funds as determined by the Chief Elected Official? [WIA Section 117(d)(3)(B)(i)(I)(II)(III) and 118(b)(8)]

The County is the grant recipient for WIA funds and is responsible for the disbursement of grant funds. The County's Workforce Development Department has been designated as the administrative fiscal agent for the funds.

- D. What criteria will the local board use in awarding grants for youth activities, including criteria used by the Governor and local boards to identify effective and ineffective youth activities and providers? [WIA Section 112(b) (18) (B), State Planning Guidance III B.1.f.]

At a minimum, the criteria will require that each provider meet minimum acceptable levels of performance based on the criteria established by the Youth Council. Performance information will be required to determine the program completion rates, the percentage of participants who obtain credentials, unsubsidized employment, wages at placement, retention rates, and appropriate attainment of measures of skills. Cost information will be required to determine program costs (such as tuition and fees) in each of the applicable training courses.

Request for Proposals or Request for Bids will be issued to award contracts and grants for youth services from the list of eligible youth service providers based on the recommendations of the Youth Council and, when developed, on the criteria contained in the State Plan.

- E. What is your local area's definition regarding the sixth youth eligibility criterion, ("an individual who requires additional assistance to complete an educational program, or to secure and hold employment")? [WIA Section 101(13)(c)(vi)]

Our Youth Council has defined the Sixth Youth Criterion as "Children in families that are receiving public assistance."

- F. What process will be used to allow public review and comment for specific performance outcomes and measures when these have been negotiated?

The County will follow its normal process of providing for public input. The process begins by advertising and notifying the general public of specific performance outcomes and measures. The matter will then be calendared and agendized for the WIB meeting and following their approval, the process will be repeated by the Board of Supervisors.

VIII. ASSURANCES

- A. The LWIB and its staff assure that it will establish, in accordance with section 184 of the Workforce Investment Act, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the LWIB through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- B. The LWIB assures that it will implement the uniform administrative requirements referred to in WIA, Section 184(a) (3).
- C. The LWIB assures compliance with the confidentiality requirements of WIA, Section 136(f) (3).
- D. The LWIB assures that no funds received under the WIA will be used to assist, promote, or deter union organizing. [WIA, Section 181(b)(7)]
- E. The LWIB assures that the board will comply with the nondiscrimination provisions of WIA, Section 188, including an assurance that Methods of Administration have been developed and implemented.
- F. The LWIB assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- G. The LWIB assures that there will be compliance with grant procedures of WIA, Section 189(c).
- H. The LWIB certifies that public employees will provide Wagner-Peyser Act-funded labor exchange activities. [State Planning Guidance VI. 13.]
- I. The LWIB assures that it will comply with the current regulations, 20 CFR part 651.111, to develop and submit affirmative action plans for migrant and seasonal farm worker Significant Offices in the local workforce area which are determined by the Department of Labor, to be in the highest 20% of MSFW activity nationally.
- J. The LWIB assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- K. The LWIB assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- L. The LWIB assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law, including the WIA or State legislation.
- M. The LWIB assures that when allocated adult funds for employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive and training services [WIA, Section 134 (d)(4)(E), 118(b)(4).]
- N. The LWIB certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right of access by State labor organization representatives pursuant to the Ralph Dills Act (Chapter 10.3 [commencing with Section 3512] of Division 4, of Title 1 of the Government Code.

- O. The LWIB assures that State employees who are located at the One-Stop Centers shall remain under supervision of their employing department for purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Center shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited, hiring, promotion, discipline, and grievance procedures.
- P. The LWIB assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employees' civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2 of the Government Code), threats and/or violence concerning State employees, and State employee misconduct.
- Q. The LWIB assures that it will comply with Section 5 of AB925 of the Workforce Inclusion Act.
- R. The LWIB assures that it will comply with Public Law 107-288 of HR 4015, the Jobs for Veterans Act.
- S. The LWIB assures that it will comply with Public Law 109-234 regarding the new limitations on salary and bonus payments.
- T. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the LWIB. The LWIB assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:
 - 1. Through a consortium of at least three or more required One-Stop partners; or
 - 2. Through competitive process such as a Request for Proposal; or
 - 3. It may serve as the One-Stop Operator directly but only with the consent of the CEO and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA: Section 121(d) (2) (A) and Regulations, Section 662.4.10].

Modified: 11/5/07

<input checked="checked" type="checkbox"/> WIA Local Plan Modification PY 2007–08 <input type="checkbox"/> Modification # _____	LWIA: <u>San Bernardino County</u> Date: <u>07/01/2007</u>
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Budget, Participant, and Performance Forms

SIGNATURE PAGE

This Local Plan represents the San Bernardino County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of April 1, 2007 through June 30, 2008 in accordance with the provisions of WIA.

Local Workforce Investment Board Chair

Chief Elected Official

Signature

Signature

Curt Hagman
Name

Paul Biane
Name

Chairman
Title

Chairman, Board of Supervisors
Title

Date

Date

**WIA Local Plan Modification PY 2006–07****Modification #** _____**LWIA:** San Bernardino County**Date:** 07/01/07**Budget, Participant, and Performance Forms****TITLE IB BUDGET PLAN SUMMARY (Dislocated Worker)**

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2007 beginning 07/01/07 through 06/30/08



Grant Code 201/202/203/204 WIA IB-Adult



Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R692xxx Subgrant	R7603xx Subgrant
1.	Year of Appropriation	2006	2007
2.	Formula Allocation	3,616,235	2,970,163
3.	Allocation Adjustment - Plus or Minus		
4.	Transfers - Plus or Minus	(720,000)	
5.	TOTAL FUNDS AVAILABLE (Line 2 plus 4)	2,896,235	2,970,163
TOTAL ALLOCATION COST CATEGORY PLAN			
6.	Program Services (sum of Lines 6A through 6E)	2,606,612	2,673,220
	A. Core Self Services	428,197	543,159
	B. Core Registration Services	819,836	859,135
	C. Intensive Services	503,914	493,584
	D. Training Services	854,665	867,342
	E. Other		
7.	Administration (Line 5 minus 6)	289,623	296,943
8.	TOTAL (Lines 6 plus 7)	2,896,235	2,970,163
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2006 and July 1, 2007 respectively)			
9.	September 2006	805,685	
10.	December 2006	1,310,684	
11.	March 2007	2,385,206	
12.	June 2007	2,559,985	
13.	September 2007	2,896,235	610,245
14.	December 2007		894,801
15.	March 2008		1,584,154
16.	June 2008		2,456,819
17.	September 2008		2,970,163
18.	December 2008		
19.	March 2009		
20.	June 2009		

Sandy Harmsen, Interim Director

(909) 387-9862

November 15, 2007

Contact Person, Title

Telephone
Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.



WIA Local Plan Modification PY 2006-07
Modification # _____

LWIA: San Bernardino County

Date: 07/01/07

Budget, Participant, and Performance Forms

TITLE IB BUDGET PLAN SUMMARY (Adult)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2007, beginning 07/01/07 through 06/30/08

- X** Grant Code 201/202/203/204 WIA IB-Adult
 Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R692xxx Subgrant	R7603xx Subgrant
1.	Year of Appropriation	2006	2007
2.	Formula Allocation	3,618,732	3,483,585
3.	Allocation Adjustment - Plus or Minus		
4.	Transfers - Plus or Minus	720,000	
5.	TOTAL FUNDS AVAILABLE (Line 2 plus 4)	4,338,732	3,483,585
TOTAL ALLOCATION COST CATEGORY PLAN			
6.	Program Services (sum of Lines 6A through 6E)	3,905,663	3,136,227
	A. Core Self Services	638,334	522,537
	B. Core Registration Services	944,665	837,062
	C. Intensive Services	930,539	661,881
	D. Training Services	1,392,125	1,114,747
	E. Other		
7.	Administration (Line 5 minus 6)	433,069	347,358
8.	TOTAL (Lines 6 plus 7)	4,338,732	3,483,585
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2006 and July 1, 2007 respectively)			
9.	September 2006	758,227	
10.	December 2006	1,325,511	
11.	March 2007	2,753,714	
12.	June 2007	3,863,180	
13.	September 2007	3,338,732	478,591
14.	December 2007		1,153,486
15.	March 2008		2,345,328
16.	June 2008		2,846,523
17.	September 2008		3,483,585
18.	December 2008		
19.	March 2009		
20.	June 2009		

Sandy Harmsen, Interim Director

(909) 387-9862

November 15, 2007

Contact Person, Title

Telephone
Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.



WIA Local Plan Modification PY 2006–07
Modification # _____

LWIA: San Bernardino County

Date: 04/01/07

Budget, Participant, and Performance Forms

TITLE IB BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2007, beginning 04/01/07 through 06/30/08



Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		R692xxx Subgrant	R7603xx Subgrant
1.	Year of Appropriation	2006	2007
2.	Formula Allocation	3,690,953	3,552,857
3.	Allocation Adjustment - Plus or Minus		
4.	TOTAL FUNDS AVAILABLE (Line 2 plus 3)	3,690,953	3,552,857
TOTAL ALLOCATION COST CATEGORY PLAN			
5.	Program Services (sum of Lines 5A and 5B)	3,395,676	3,284,711
	A. In School	406,005	388,246
	B. Out-of-School (30%)	2,989,671	2,896,465
6.	Administration (Line 4 minus 5)	295,277	268,146
7.	TOTAL (Line 5 plus 6)	3,690,953	3,552,857
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2006 and April 1, 2007 respectively)			
8.	June 2006	361,447	
9.	September 2006	866,212	
10.	December 2006	1,549,762	
11.	March 2007	3,355,962	
12.	June 2007	3,690,953	0
13.	September 2007		401,254
14.	December 2007		1,345,838
15.	March 2008		2,192,476
16.	June 2008		3,095,621
17.	September 2008		3,552,857
18.	December 2008		
19.	March 2009		
20.	June 2009		

Sandy Harmsen, Interim Director

909-387-9862

November 15, 2007

Contact Person, Title

Telephone
Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.



Local Plan Modification PY 2006-2007

Modification # _____

LWIA: San Bernardino County

Date: 7/1/2007

Budget, Participant, and Performance Forms**TITLE IB PARTICIPANT PLAN SUMMARY**

WIA 118; 20 CFR 661.350(a)(13)

Plan the number of individuals that are in each category.

Totals for PY 2007 (07/01/07 through 06/30/2008)		ADULT	DW	OY	YY
1.	Registered Participants Carried in from PY2006	820	194	20	10
2.	New Registered Participants for PY 2007	500	200	316	136
3.	Total Registered Participants for PY 2007 (Line 1 plus 2)	1,320	394	336	146
4.	Exiters for PY 2007	700	220	300	115
5.	Registered Participants Carried Out to PY 2007 (Line 3 minus 4)	620	174	36	31

PROGRAM SERVICES					
6.	Core Self Services	20,000	2,500		
7.	Core Registered Services	1,320	394		
8.	Intensive Services	1,056	315		
9.	Training Services	844	267		

SKILL ATTAINMENT					
10.	Attained a Skill/Goal				120

EXIT STATUS					
11.	Entered Employment				
11A.	Training-related				
11B.	Entered Postsecondary/Advanced/Credential Program				
12.	Remained with Layoff Employer				
13.	Entered Military Service				
14.	Entered Advanced Training				
15.	Entered Postsecondary Education				
16.	Entered Apprenticeship Program				
17.	Attained High School Diploma/GED				
18.	Returned to Secondary School				
19.	Exited for Other Reasons				

Sandy Harmsen, Interim Director

Contact Person, Title

909-387-9862

Telephone Number

November 15, 2007

Date Prepared

Comments:

☒ **WIA Local Plan Modification PY 2007-08****ATTACHMENT 5A**☐ Modification # _____ LWIA: **San Bernardino County**Date: 07/01/2007**BUDGET, PARTICIPANT, AND PERFORMANCE FORMS**
STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c)	PY 2000-01	PY 2001-02	PY 2002-03	PY 2003-04	PY 2004-05	PY 2005-06	PY 2006-07
Adults							
Entered Employment Rate	66%	68%	70%	72%	72%	73%	74%
Employment Retention Rate	74%	76%	78%	81%	82%	79%	80%
Earnings Change/Average Earnings ²	\$3500	\$3600	\$3400	\$3400	\$3450	\$3500	\$11,800
Employment and Credential Attainment Rate	40%	50%	50%	50%	55%	56%	58%
Dislocated Workers							
Entered Employment Rate	68%	69%	70%	79%	79.5%	81%	82%
Employment Retention Rate	81%	83%	85%	88%	88%	85%	86%
Earnings - Replacement Rate/Change/Avg. Earnings ³	85%	86%	88%	96%	96%	-\$3000	\$15,400
Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	66%	67%
Older Youth (ages 19-21)							
Entered Employment Rate	55%	56%	58%	66%	67%	72%	73%
Employment Retention Rate	70%	72%	74%	76.5%	78%	80%	81%
Earnings Change	\$2500	\$2600	\$2700	\$3000	\$3000	\$3700	\$3800
Employment and Credential Attainment Rate	36%	42%	30%	30%	30%	38%	39%
Younger Youth (ages 14-18)							
Skill Attainment Rate	65%	70%	75%	76%	76.5%	83%	84%
Diploma or Equivalent Rate	40%	42%	45%	55%	55.5%	66%	67%
Retention Rate	40%	42%	45%	53%	53%	63%	64%
Participant Customer Satisfaction Rate	66	67	68	75	75	75	75
Employer Customer Satisfaction Rate	64	65	66	75	75	75	75

¹ Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 17-05, 899, 11-01, 22-02, 22-03, 27-04, and 35-04. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Bulletins](#) Web site. Specific Directives include, but are not limited to WIAD03-6, 04-10, 05-9, and 05-15. Specific Information Bulletins include, but are not limited to WIAB01-27, 01-55, 02-37, 02-45, 03-43, 03-83, and 05-16.

² For PYs 2000-01 through 2005-06, the goal was an "Earnings Change". Effective July 1, 2006, the definition was changed to reflect an "Average Earnings". See TEGL 17-05.

³ For PYs 2000-01 through 2004-05, the goal was an "Earnings Replacement Rate". For PY 2005-06, the US Department of Labor changed the definition to reflect an "Earnings Change". Effective July 1, 2006, the definition was changed to reflect an "Average Earnings". See TEGL 17-05.

☒ **WIA Local Plan Modification PY 2007–08****ATTACHMENT 5B**☐ **Modification #** _____ **LWIA:** **San Bernardino County****Date:** _____ **07/01/2007****BUDGET, PARTICIPANT, AND PERFORMANCE FORMS****LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹**

WIA Requirement at Section 136(c)	PY 2000–01	PY 2001–02	PY 2002–03	PY 2003–04	PY 2004–05	PY 2005–06	PY 2006–07
Adults							
Entered Employment Rate	66%	68%	70%	72%	72%	73.6%	74.0%
Employment Retention Rate	74%	76%	78%	81%	82%	78.7%	79.7%
Earnings Change/Average Earnings ²	\$3500	\$3600	\$3400	\$3400	\$3450	\$3,135	\$11,400
Employment and Credential Attainment Rate	40%	50%	50%	50%	55%	56%	58.0%
Dislocated Workers							
Entered Employment Rate	68%	69%	70%	79%	79.5%	80.1%	81.1%
Employment Retention Rate	81%	83%	85%	88%	88%	84.7%	85.7%
Earnings -Replacement Rate/Change/Avg. Earnings ³	85%	86%	88%	96%	96%	-\$3000	\$13,600
Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	66%	67.0%
Older Youth (ages 19–21)							
Entered Employment Rate	55%	56%	58%	66%	67%	68.2%	69.2%
Employment Retention Rate	70%	72%	74%	76.5%	78%	76%	77.0%
Earnings Change	\$2500	\$2600	\$2700	\$3000	\$3000	\$3500	\$3,592
Employment and Credential Attainment Rate	36%	42%	30%	30%	30%	38%	39.0%
Younger Youth (ages 14–18)							
Skill Attainment Rate	65%	70%	75%	76%	76.5%	82.2%	83.2%
Diploma or Equivalent Rate	40%	42%	45%	55%	55.5%	66%	67.0%
Retention Rate	40%	42%	45%	53%	53%	57.8%	60.0%
Participant Customer Satisfaction Rate	66	67	68	75	75	75	75
Employer Customer Satisfaction Rate	64	65	66	75	75	75	75

¹ Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to, 17-05, 8-99, 11-01, 22-02, 22-03, 27-04, and 35-04. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Bulletins](#) Web site. Specific Directives include, but are not limited to, WIAD03-6, 04-10, 05-9, and 05-15. Specific Information Bulletins include, but are not limited to, WIAB01-27, 01-55, 02-37, 02-45, 03-43, 03-83, and 05-16.

² For PYs 2000-01 through 2005-06, the goal was an “Earnings Change”. Effective July 1, 2006, the definition was changed to reflect an “Average Earnings”. See TEGL 17-05.

³ For PYs 2000-01 through 2004-05, the goal was an “Earnings Replacement Rate”. For PY 2005-06, the US Department of Labor changed the definition to reflect an “Earnings Change”. Effective July 1, 2006, the definition was changed to reflect an “Average Earnings”. See TEGL 17-05.

STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING
[WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

ATTACHMENT 7

San Bernardino County

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	County of San Bernardino, Workforce Development Department	Sandy Harmsen Interim Director	215 North "D" Street, Suite #301 San Bernardino, CA 92415	909-387-9862 909-387-9870 Sharmsen@wdd.sbcounty.gov
Fiscal Agent	County of San Bernardino, Workforce Development Department	Janice Lindsay Admin. Supervisor II	215 North "D" Street, Suite #301 San Bernardino, CA 92415	909-387-9871 909-387-9850 Jlindsay@wdd.sbcounty.gov
Local Area Administrator	County of San Bernardino, Workforce Development Department	Sandy Harmsen, Interim Director	215 North "D" Street, Suite #301 San Bernardino, CA 9241	909-387-9862 909-387-9870 Sharmsen@wdd.sbcounty.gov
Local Area Administrator Alternate				

Signature: _____

February 5, 2008

Chief Elected Official

Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.